

SECRET

17 September 1964

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Schedule 40-64 for Office of
Director of Personnel

RESCINDS : Records Control Schedule 40-60, pages 1-4

1. Attached hereto is Records Control Schedule 40-64 for Office of the Director of Personnel. Items have been updated and modifications made where necessary.

2. It is requested that this schedule be substituted for the one presently in effect as soon as possible.



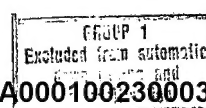
RAO/OP

25X

Attachment:
RCS 40-64, OD/Pers.

Distribution:
Orig & 1 - Addressee

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

42-60

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

OFFICE OF PERSONNEL



STAT

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

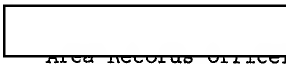
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RECORDS DISPOSITION AUTHORITY

Records Control Schedule (Number 40-60) for
the Office of Personnel is approved and
authority hereby given to implement the
disposition instructions contained therein.

Prepared by:


X1 
Area Records Officer

Reviewed:

X1 

September 21, 1960
Date

Approved:



Sept 21, 1960
Date

25X

SECRET

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

B. H. Bond

TITLE

Exec. Asst. to D/Personnel

16 SEP 1981

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	OFFICE SUBJECT FILES Consists of policy directives, procedural statements, progress reports documenting the activities of the Office of Personnel and other papers which pertain to the development and execution of the Agency's personnel management program. Also included are special studies and memoranda for the record. (1953 -)	33.3	Permanent. Screen periodically and destroy valueless papers. Retain remainder in current files area until no longer needed for current reference. Then retire to Records Center.
2.	EYES ONLY FILE Consists of sensitive papers relating to individuals, personnel statistics, and policy matters to which access must be strictly limited.	.8	Permanent. Screen periodically and destroy material no longer needed. Retain remainder in current files area.
3.	CHRONO FILES Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1963 -)	3.5	Temporary. Cut off at end of each year. Transfer to Records Center one year thereafter. Destroy when three years old.
4.	SPECIAL INTEREST CARD FILE Consists of 3x5 card file on all individuals applying for Agency employment who are of special interest, that is, individuals who have been referred to the Agency by Congressmen, White House, or other high Government echelon.	.3	Temporary. Disposal not authorized. Retain in immediate work area.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	SUPERGRADE RECORDS	1.0	Permanent. When no longer needed for current reference, transfer to Records Center.
	<p>a. Supergrade Review Board Files contain agenda, minutes of meetings and recommendations of the Board. Filed numerically by meeting number. This material is of historical value - Board no longer in existence. (1955-1961)</p>		
	<p>b. Supergrade case files contain approvals and supporting data for all supergrade actions. Filed chronologically. These files are a continuation of "a" above. (1962 -)</p>	1.0	Permanent. When no longer needed for current reference, transfer to Records Center.
	<p>c. Official Personnel Folders of GS-18 personnel.</p>	8.0	Temporary. One year after separation of employee, forward to OP/File Room for disposition.
6.	PUBLIC SERVICE AID SOCIETY	1.0	Permanent. Screen periodically and destroy valueless papers. Retain/remainder in current files area until no longer needed for current reference. Then retire to Records Center.
	<p>a. Consists of Articles of Incorporation, By-Laws, policy directives, special studies and reports, and publicity items accumulated in the establishment and administration of the Public Service Aid Society. Also included in this file are minutes of meetings.</p>		
	<p>b. Financial records connected with the Public Service Aid Society. (Fund raising material - see Item 9b, OC/BSD).</p>	.8	Temporary. Cut off file at end of each year. Retire to Records Center after audit and clearance. Destroy ten years thereafter.
	<p>c. Case files contain Form A-1, PSAS Request for Assistance, correspondence pertaining to the handling of the request, including the final disposition of the case.</p>	2.3	Temporary. Upon disposition of case, place in inactive file. When no longer needed for current reference, forward to Records Center and retain for ten years. Then return to originator for disposition.
	<p>d. 3x5 card file containing pertinent information regarding individuals applying for assistance from the Public Service Aid Society. Card contains name, grade, office of assignment, nature of request, etc.</p>	.1	Temporary. Disposal not authorized. Retain in immediate work area.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	MAIL LOG	.1	Temporary. Destroy when one year old.
8.	REFERENCE MATERIAL	70.5	Temporary. When no longer needed for reference purposes, dispose of as appropriate.
	a. Consists of U. S. Code Annotated, Comptroller General Decisions, Federal Personnel Manual, legislative material, miscellaneous regulatory issuances from Dept. of State, Dept. of Defense and other Federal agencies as well as periodicals, books and other material concerned with personnel management and administration.	.4	Temporary. Destroy when material is no longer being retained by Office of D/Personnel.
	b. 3x5 card file used as an index to "a" above.	3.5	Temporary. Destroy when revised, obsolete, or no longer needed except Studies in Intelligence which will be returned to DCO/OP when no longer needed.
	c. Contains Agency regulatory issuances, OPs, support bulletins, Studies in Intelligence, and other material of a classified nature maintained for background and reference.	126.6	Schedule 40-64 Office of Director Concurrence for disposition of Item 6 has been obtained from Audit Staff.
		APPRO	<div data-bbox="1008 1829 1354 1934" style="border: 1px solid black; width: 213px; height: 50px; margin-bottom: 5px;"></div> <div data-bbox="1024 1923 1382 1948" style="display: flex; justify-content: space-between;"> CIA Records Administration Officer Date </div>

REMOVED FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000600230003-5

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Office of Personnel, Administrative Staff

Chief, Administrative Staff

4 OCT 1964

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	ADMINISTRATIVE STAFF SUBJECT FILES		
	a. Consists of Office of Personnel planning papers, including Operation Alert files and other material dealing with emergency evacuation. Also included in this file are survey reports, organizational charts, material dealing with ceiling and strength, cover, promotions, etc. (1946 -)	2.8	Temporary. Screen periodically and destroy valueless papers. Retain remainder in immediate work area.
	b. Consists of correspondence and memoranda concerning parking space allocation, space allocation, maintenance, construction, equipment, supply and requisitions as well as material related to fund drives, T&A records and other matters of a routine administrative nature. (1962 -)	1.5	Temporary. Cut off annually. Destroy when two years old.
2.	CAREER MANAGEMENT WORKING FILES		
	a. Consists of agenda and minutes of career service board meetings, reports and supporting papers documenting the activities of the Personnel Career Service Board. Also included is material used in coordinating and planning assignments and training for personnel with SP career service designations. (1963 -)	.3	Permanent. Cut off annually. When no longer needed for current reference, retire to Records Center.
	b. Consists of biographic profiles on all SP career service designees used as reference at career service board meetings.	1.3	Temporary. Destroy upon change from SP career service designation or separation of the employee.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
3.	SP DESIGNEE FILES		
	a. Consists of case files on employees with SP career service designation as well as individuals assigned to OP. These files contain copies of personnel actions, career development plans for the individual, biographic profiles, training requests and records, fitness reports, commendations and special awards, recommendations of SP Career Service Board and miscellaneous correspondence. (Copies of pertinent papers are placed in Official Personnel Folder.)	6.0	Temporary. Destroy upon change from SP career service designation or separation of the employee.
	b. Four flexolines consist of 5x8 cards. These cards contain information already in SP designee case files excluding training.	.3	Temporary. Destroy upon change from SP career service designation or separation of the employee.
4.	CHRONO FILES		
	Consists of copies of correspondence dealing with training, security, and career management originating in the Administrative Staff. (1962 -)	.7	Temporary. Cut off annually. Hold in office area for two years. Then retire to Records Center for one year. At the end of this time, destroy.
5.	EMPLOYEE LOCATOR FILE		
	Consists of Form 642, Personnel Emergency and Locator Record, used as an employee locator on OP personnel only. Card contains employee name, address, phone, etc. along with pertinent data on emergency addressee. Arranged alpha. (Current)	.1	Temporary. Upon transfer or separation of employee forward to gaining office or ADPD as appropriate.
6.	BUDGET AND ALLOTMENT FILE		
	Consists of copies of operating budgets, preliminary estimates, narrative and statistical statement of requirements and related work papers used in preparation of Office of Personnel budget including reports from OP offices. Also included	5.3	Temporary. Maintain material for current year as well as two previous years in immediate work area. At end of fiscal year, retire material of the oldest fiscal year to Records Center. Hold one year and destroy.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	are advice of allotment authorizations, allotment requests and liquidated and unliquidated obligations. Filed by FY. (1962 -)		
7.	RECRUITER INVENTORY FILE Consists of accountability records for all Agency recruiters. File includes information regarding all items charged to the individual. Filed alphabetically. (Current)	.5	Temporary. Destroy upon final clearance and separation of employee.
8.	RECORDS ADMINISTRATION FILE These files consist of material relating to the Records Management and Vital Materials Programs of the Agency. Included in these files are schedules, annual inventories, procedures and all correspondence relating to both programs. Also included are lists of all items presently being stored at the Records Center and Vital Materials Repository.	1.0	Temporary. Screen periodically and destroy valueless papers. Retain remainder in immediate work area.
9.	SPECIAL PRINTING FILE Consists of files covering special printing requests. Included in these files are reproduction requisitions and miscellaneous material relating thereto. Filed by division.	.8	Temporary. Screen periodically and destroy material no longer needed. Retain remainder in current files area.
10.	FORMS CONTROL FILE Consists of case files maintained on all forms used and pertaining to the management of Agency personnel. These files contain samples, concurrences, copies of requests for revision, reproduction requisitions, and all working papers pertaining to that particular form. Arranged numerically by form number.	4.0	Temporary. When form is discontinued, superseded or obsolete, screen and destroy valueless papers. Place in inactive file and hold in immediate work area. When no longer needed for future reference, destroy.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS CONTROL SCHEDULE

SCHEDULE NO.

40-60

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Office of the Director

SIGNATURE

TITLE

DATE

Devo/Ram 1 Jul 60

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	OFFICE SUBJECT FILE Consists of correspondence, reports, and other papers which document the policy and procedures pertaining to the preparation and execution of the Agency's Personnel Management Program. File also contains program material documenting particular phases of personnel management activities and special briefing material prepared for various committees. Filed alphabetically by subject. (1957-1960)	6.0	Permanent. Disposal not authorized. (Cut off at end of every other year and transfer to the Records Center 2 years thereafter.)
2	EMPLOYEE SUGGESTION FILE Consists of case files maintained on employee suggestions received by the Office for review and comment. Files contain copies of comments prepared by the Office, transmittals, pertinent bulletins, circulars, Executive Orders, and similar material. Filed numerically by suggestion number. (1957-1960)	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
3	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1957-1960)	2.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
4	PROGRESS REPORTS FILE Consists of semi-annual and annual reports which are submitted to the Director of Personnel. These reports document the activities of the Division and Staff elements of the Office and provide statistics and information on program requirements for preparation of the budget. Filed chronologically by fiscal year. (1957-1960)	.2	Permanent. Disposal not authorized. Retire to Records Center when 3 years old.
5	OD/PERS WORKING FILES Consists of policy directives, laws, OGC decisions; organizational charts function and procedural statements documenting the responsibilities of D/Pers; special studies, surveys and miscellaneous materials accumulated in developing and administering the personnel program for the Agency. Filing arrangement varies with each file.	4.0	Temporary. Cut off file at end of each year; destroy when of no further reference value. Staff studies, OPM's, personnel policy decisions evolving from this working file are filed in appropriate subject file in OD/Pers or other Agency component depending on scope of coverage. (D/Pers, EXOP and DEXOP personal working files)
6	SUPERGRADE REVIEW BOARD Consists of policy papers, agenda, minutes of the meetings and recommendations of the Supergrade Review Board; and Official Personnel Folders for GS-18 Personnel. a. Supergrade Review Board Files. Filed numerically by meeting number. b. Official Personnel Files (GS-18)	1.0 5.0	Permanent. Disposal not authorized. Retain in immediate work area as long as required; retire to Records Center when of no longer need for frequent reference. Temporary. Upon separation of employee, transfer Official Personnel Folder to TRB/RSD (File No. 3) for disposal as appropriate.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
7	EYES ONLY FILE Consists of sensitive papers relating to individuals, personnel statistics, and policy matters to which access must be strictly limited.	3.0	Permanent. This file is subject to annual screening to remove items of no further interest. (Such papers will be destroyed or placed in subject files as appropriate.)
8	PUBLIC SERVICE AID SOCIETY Consists of Articles of Incorporation, by-laws, policy, directives, special studies, and reports accumulated in the establishment and administration of the Public Service Aid Society; agenda, transcripts, and minutes of the meetings. Also contains Form A-1, PSAS Request for Assistance, and publicity items and pledge cards used in annual fund drives. (PSAS is an independent, tax exempted organization; Agency officers fill several Trustee positions.) a. Public Service Aid Society Meeting and Case File. Contains minutes of the meetings, cases considered, recommendation, and precedents established by the Society. (1957-1960) b. Annual Fund Drive. Consists of pledges, reports and other records accumulated in conducting the Drive.	.5 1.0	Permanent. Disposal not authorized. (Cut off file at end of each year; transfer to Center 5 years thereafter.) Temporary. Destroy 4 years after audit and clearance. (Cut off file at end of each year; transfer to Records Center 1 year thereafter.)
9	MAIL LOG Consists of a loose-leaf binder containing a record of the receipt and dispatch of mail, legislative material, regulations, notices, etc., received and dispatched by OP/Pers. Also contains record of Executive Registry and DD/S Registry Control numbers.	.2	Temporary. Destroy when 2 years old.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP87A000100230003-5			
10	CABLE RECEIPT FILE Consists of copies of all cable receipts noted to reflect distribution within Office of Personnel.	.2	Temporary. Destroy when 1 month old.
11	REFERENCE PUBLICATIONS FILE Consists of regulations, notices, OPM's, OGC Opinions, Handbooks, etc., maintained for reference purposes.	2.0	Temporary. Destroy when no longer needed for reference purposes.
12	OD/PERS REFERENCE LIBRARY Consists of U. S. Code Annotated, Comptroller General Decisions, Civil Service Rules and Regulations, Federal Personnel Manuals, miscellaneous regulatory issuances published by Department of State, Department of Defense, Veterans Administration and other federal agencies. Also contains miscellaneous books, periodicals, reports, etc., concerned with personnel management and administration.	57.0	Temporary. Destroy or return to CIA Library (or private owner) when no longer needed for reference purposes.
13.	RYBAT FILE Consists of papers normally maintained in the official personnel folder (see item 3 TRE/RSD) but maintained separately because of security reasons. Filed alphabetically by name. (current) (Item transfrd from OC/RSD - 25 Jan 63) <i>per of Pers memo 1-16-63</i> <i>RD</i>	1.5	Disposal not authorized. Retain in current files area indefinitely.

RECORDS CONTROL SCHEDULE 2005/11/21 : SECRET 78-00487A000100230003-5

SCHEDULE NO.

RMS

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OFFICE, DIVISION, BRANCH

Office of Personnel, Administrative Staff

Chief, Administrative Staff

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	ADMINISTRATIVE STAFF SUBJECT FILES		
	a. Consists of Office of Personnel planning papers. This file includes various correspondence and memoranda, survey reports and organizational and functional charts. (1946-1963)	.5	Temporary. Hold in office area for indefinite period of time.
	b. Consists of correspondence, memoranda and reports accumulated in administrative support functions of Office of Personnel. These files consist of parking space allocation, space allocation, maintenance, construction, equipment, supply and requisitions. Also included are files pertaining to leave, T&A records, UGF drives, blood donors, safety, library, and Agency regulations. (1962-1963)	3.5	Temporary. Destroy when two years old except Agency regulations which will be destroyed when obsolete, superseded or no longer needed.
2.	CAREER MANAGEMENT WORKING FILES		
(1)	a. Consists of agendas and minutes of career service board meetings, reports and supporting papers documenting the activities of the Personnel Career Service Board. Also included is material used in coordinating and planning assignments and training for personnel with SP career service designations. (1962-1963)	1.0	Temporary. Hold in office area for two years. Retire to Records Center upon accumulation of one foot of material two years or older. Retain at Records Center for twenty years; then return to originator for review and resubmission if necessary.
	b. Consists of biographic profiles on all SP career service designees used as reference at career service board meetings.	1.0	Temporary. Destroy upon change from SP career service designation or separation of the employee.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
3.	CHRONO FILE Consists of copies of correspondence dealing with training, security and career management originating in the Administrative Staff. (1962-1963)	.5	Temporary. Hold in office area for two years. At the end of this period, retire to Records Center and hold an additional five years. Then return to originating office for their disposition.
4.	SP DESIGNEE FILES a. Consists of case files on employees with SP career service designation as well as individuals assigned to OP. These files contain copies of personnel actions, career development plans for the individual, biographic profiles, training requests and records, fitness reports, commendations and special awards, recommendations of SP Career Service Board and miscellaneous correspondence. Copies of pertinent papers are placed in Official Personnel Folder. b. Three flexolines consisting of 5x8 cards. These cards contain information already in SP designee case files excluding training.	5.0 .2	Temporary. Destroy upon change from SP career service designation or separation of the employee. Temporary. Destroy upon change from SP career service designation or separation of the employee.
5.	EMERGENCY PLANNING PAPERS Consists of Operation Alert files and other material dealing with emergency evacuation. (1957-1963)	.5	Temporary. Hold in office area for indefinite period of time.
6.	MACHINE LISTINGS Consists of tables or organization, training rosters, and various other IBM listings dealing with personnel statistics.	1.0	Temporary. Destroy when obsolete, superseded or no longer needed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
7.	EMPLOYEE LOCATOR FILE Consists of Form 642, Personnel Emergency and Locator Record, used as an employee locator on OP personnel only. Card contains employee name, address, phone, etc. along with pertinent data on emergency addressee. Arranged alphabetically. (Current)	.2	Temporary. Upon transfer or separation of employee forward to gaining office or ADPD/Comptroller as appropriate.
8.	SPECIAL PRINTING FILES Consists of files covering special printing requests. Included in these files are reproduction requisitions and miscellaneous material relating thereto. Filed by division.	.5	Temporary. Hold in office area for indefinite period of time.
9.	BUDGET AND ALLOTMENT FILE Consists of copies of operating budgets, preliminary estimates, narrative and statistical statement of requirements and related work papers used in preparation of Office of Personnel budget. Also included is the revolving funds file as well as advice of allotment authorizations, allotment requests and liquidated and unliquidated obligations and reports from OP offices. Filed by FY. (1961-1963)	6.0	Temporary. Cut off file at end of each fiscal year. Maintain in office area three years. At the end of this period, retire to Records Center for one year; then destroy.
10.	FORMS CONTROL FILE Consists of case files maintained on all forms used and pertaining to the management of Agency personnel. These files contain samples, concurrences, copies of requests for revision, reproduction requisitions, and all working papers pertaining to that particular form. Arranged numerically by form number.	3.5	Temporary. Place in inactive file when form is discontinued, superseded or obsolete. Upon accumulation of one foot, transfer to Records Center and hold for seven years. Destroy at the end of this period.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
11.	<p>RECORDS ADMINISTRATION FILE</p> <p>These files consist of material relating to the Records Management and Vital Materials Programs of the Agency. Included in these files are the schedules, procedures and all correspondence relating to both programs. Also included are copies of all items presently being stored at the Records Center and Vital Materials Repository.</p>	1.0	Temporary. Retain in current files area indefinitely. Destroy material that has been superseded or no longer needed.
12.	<p>TOP SECRET CONTROL FILE</p> <p>a. Consists of cards recording receipt and dispatch of TS material. Filed by TS number.</p> <p>b. Consists of top secret documents. Included in this file are Cold War Plans, certain tables of organization, and various agreements with other Government agencies.</p>	.4 1.0	Disposal not authorized. Retain in current files area indefinitely. Temporary. Return to originator when no longer needed.
13.	<p>REFERENCE MATERIAL</p> <p>Consists of OTR bulletins, supply catalogs, and administrative-type handbooks used as background and reference.</p>	1.5	Temporary. Destroy when superseded, obsolete, or no longer needed.
<div style="border: 1px solid black; width: 250px; height: 50px; margin: 10px auto;"></div> <p>CIA Records Administration Officer</p>		<p><i>Total</i> 24 <i>Sept 1963</i> Date</p> <p>27.3</p>	
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

O/Personnel

dispersed by
40-63 Admin Staff.

RD
9-63.

Honor & Merit Awards
case files

I called [redacted]

He checked with Army & Navy.

Both retain case files on

Decorations Awards, Citation etc.

At top level office responsible for
setting up & administering the
program & awards the case
files are retained permanently
in addition to being permanently
documented in the personnel file

Relayed info to [redacted]
for use on her O/Pers schedule.
[redacted]

5/12/65

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

25X

OFFICE, DIVISION, BRANCH

Personnel, Office of the Director
 Career Management and Administrative Unit *Staff 140062*
per memo 1/16/63

July 1960

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1 (2)	CAREER MANAGEMENT WORKING FILES Consists of correspondence, rosters of personnel, public laws, training and orientation schedules, and similar material. This file is used by the Career Management Officer in coordinating and planning assignments and training for personnel with SP career designations. No arrangement. (1957-1960)	1.5	Temporary. Destroy superseded or obsolete material.
2	PERSONNEL CAREER SERVICE BOARD FILE Consists of the Official minutes, agenda, reports, and supporting papers documenting the activities of the Personnel Career Service Board. These minutes have been approved by the Director of Personnel. Filed chronologically. (1957-1960)	.2	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.) (Item 16 RCS 40-57)
3	TRAINING RECORD FILE Consists of a 3 x 5 card file containing a record of personnel with SP Career service designations who have attended Agency training courses. Record contains name, type of training requested, date training began and ended, etc. Arranged alphabetically. (1953-1960)	.3	Temporary. Destroy when no longer needed for reference purposes.

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>SP DESIGNEES CASE FILES</p> <p>Consists of case files prepared for employees with SP Career Service Designations. These files contain copies of personnel actions, Career Development Plans for the Individual, Biographic Profiles, Training requests and records, fitness reports, commendations and special awards; recommendations of SP Career Service Panel and miscellaneous correspondence, etc. accumulated in the administration and career planning of the employee. Copies of pertinent papers are placed in the Official Personnel Folder of the individual. (1953-1960)</p>	6.0	Temporary. Destroy upon change from the SP Career Service Designation or separation of the employee.
5 (6)	<p>MACHINE LISTINGS</p> <p>Consists of machine listings containing rosters of authorized Agency positions, rosters by date of grade, and roster arranged alphabetically by name used for reference purposes and in preparation of the budget. Filed chronologically. (1958-1960)</p>	.4	Temporary. Destroy when superseded.
6	<p>TOP SECRET CONTROL FILE</p> <p>Record of receipt and dispatch of Top Secret material maintained primarily for security purposes. Consists of the Office copies of Form 311 and 312. Filed chronologically. (1954-1960)</p>	.4	Disposal not authorized. Retain in Current Files area indefinitely.
7	<p>EMPLOYEE LOCATOR FILE</p> <p>Consists of Form 642, Personnel Information Card, used as an employee locator on SP personnel only. Card contains employee name, office, phone extension, home address, etc. Arranged alphabetically by name. (Current)</p>	.1	Temporary. Upon transfer or separation of employee, forward to gaining office or MRD/Comptroller as appropriate.
<p>Item 8 transfer to Benefits Service</p> <p>Approved For Release 2005/11/21 : CIA-RDP80-01487A000100230003-5</p>			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>Office of Personnel, Career Management and Administrative Unit (RCS 40-60 revised 8/10/62)</p> <p>SECRET</p>		
9.	<p>BUDGET AND ALLOTMENT FILE</p> <p>Consists of the Office copy of budget estimates, advise of allotment authorizations, budget analysis and allotment requests, miscellaneous obligation records, analysis of allotment transactions, and selected papers. Filed chronologically by fiscal year.</p> <p>(1961-1962)</p>	3.0	<p>Temporary. Destroy 4 years after lapse of appropriation. (Cut off file upon lapse of appropriation; transfer to Records Center 1 year thereafter)</p> <p>APPROVED [Redacted] 8/10/62 Date Chief, Records Management Branch</p>
10.	<p>ADMINISTRATIVE SERVICES FILE</p> <p>Consists of correspondence, memoranda, special reports, etc. accumulated in Administrative support functions of the Office of Personnel. Administrative files consist of: equipment, & purchase requests, parking space allocations; space allocation, maintenance & Construction etc.</p> <p>(1960-1962)</p>	1.0	<p>Temporary. Destroy when 2 years old. (Cut off file at end of 1 year; destroy 1 year thereafter).</p>
11.	<p>REVOLVING FUNDS FILE</p> <p>Consists of receipts, reports & supporting documents used in the admin of the <u>Revolving Fund</u> maintained for reimbursement for transportation expenses, and miscellaneous small expenditures incurred by OP employees in discharge of official business. Filed chronologically.</p> <p>(1958-1962)</p>	.3	<p>Temporary. Destroy when 4 years old. (Cut off at end of each; destroy 4 years thereafter)</p>
12.	<p>NATIONAL SECURITY COUNCIL QUARTERLY REPORT FILE</p> <p>Consists of quarterly reports prepared covering NSC obligations for administrative services furnished by OP in connection with providing personnel services for NSC.</p>	.2	<p>Temporary. Destroy when 3 years old. (Cut off file at end of 1 year; destroy 2 years thereafter.)</p>
13.	<p>ADMINISTRATIVE REFERENCE FILES</p> <p>Consists of Handbooks, Trng Bul, Lang Test, Fiscal Accounting Instr & misc processed items used for guidance in admin of fiscal accounting & training activities for OP</p>	1.0	<p>Temporary. Destroy when superseded or of no further reference value.</p>
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>SECRET</p>		

Office of Chief
abolished 15 Oct 62

This section
should be
removed &
sent appropriate
copies.

R
9-11-64

RECORDS CONFIDENTIAL 05/11/21 : CIA-RDP78-00487A000100230003-5 40-60

OFFICE, DIVISION, BRANCH

Personnel, Records and Services Division, Office of the Chief

Chief, RSD

5 July 1960

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	DIVISION SUBJECT FILE Consists of correspondence, reports, and other papers pertaining to the administration of a central processing service for official travel; maintenance of the official Agency personnel files; and compilation of personnel statistics. Filed alphabetically by subject. (1958-1960)	4.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
2	OFFICIAL PERSONNEL FOLDERS A portion of the file described in item 3 TRB/RSD. Consists of the folders of Division employees maintained separately to limit access to them. Filed alphabetically by surname. (Current)	4.0	Temporary. (Transfer case to Files Section upon transfer or separation of employee for inclusion with official Personnel Files.)
3	EMPLOYEE RECORD CARD FILE Consists of OF4b, Employee Record Card, maintained on each Division employee and used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of Division personnel. Filed by organizational level. (Current)	.2	Temporary. Destroy upon separation of employee or forward to gaining component upon transfer of employee within the Agency.

SECRET

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
4	RYBAT FILE Consists of papers normally maintained in the official personnel folder (see item 3 TRB/RSD) but maintained separately because of security reasons. Filed alphabetically by name of employee. (Current)	1.5	Disposal not authorized. Retained in current files area indefinitely. <i>Item transferred to office of Director Item 13. 25 Jan 63. See opp. memo. 1-16-63. R.D.</i>
5	SPECIAL PROJECT FILE <i>Trans. to P.R.S.</i> Consists of master record files for special projects, programs or activities assigned to the Division for research, development, and/or implementation. Subject matter is variable and pertains to projects such as improvement of existing operating procedures, establishment of new procedures, technical development projects for computer operations, special information publications, external liaison projects, etc. In addition to master reference information, files frequently contain official records of approval, concurrence or project correspondence.	2.0	Temporary. Destroy when eight (8) years old. Retire to Records Center three (3) years after completion of project, program or assigned activity. Retain at Records Center for five (5) years and return to Division for destruction.
6	CABLE FILES Consists of copies of incoming and outgoing cables maintained for convenience of reference. Filed chronologically. (1960)	1.5	Temporary. Destroy after 1 month. (Previously shown under POD)
7	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, handbooks, brochures, and RSD and OD/Pers maintained for reference purposes.	2.0	Temporary. Destroy when no longer needed for reference purposes.

OFFICE, DIVISION, BRANCH		SCHEDULE NO.	
Personnel, Records and Services Division, Area Records Officer		40-60 CONCURRENCE	
ITEM NO.		DISPOSITION INSTRUCTIONS	
FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)		VOLUME (CUBIC FT.)	
1	ARO SUBJECT FILES Consist of RMS policy directives, background material, and reports pertaining to the Vital Materials Program, the Records Retirement Program, Forms Management Program, and related activities including operating procedures for the OP Records Management Program. (1950-1960)	1.0	Temporary. Destroy when material becomes obsolete or is superseded unless required for future reference purposes.
2	FORMS CONTROL FILE Consists of case files maintained on all forms used and pertaining to the management of Agency personnel. These files contain the concurrences, authorizations, survey work sheets, and copies of the requests for revisions, requests for new forms, reproduction requisitions, and similar material. Arranged numerically by form number. (1954-1960)	4.0	Temporary. Destroy 7 years after related form is discontinued, superseded, or obsolete. (Place in inactive file when form is discontinued, superseded, or obsolete, and transfer to Records center.) (Item 302, RCS 40-57.)
3	WORKING FILE Consists of a file accumulated in the performance of duties of Records Control and Distribution Control Officer. This file contains information on proposed forms, form revisions; and IBM listings of forms used by the Agency etc. (1959-1960)	1.0	Temporary. Destroy superseded or when no longer needed for reference purposes.

RECORDS CONTROL Series 2005/11/21 : CIA-RDP78-00487A000100230003-5

40-60

CONCURRENCE

SIGNATURE

TITLE

25X

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
4	<p>RECORDS RETIREMENT CONTROL FILES</p> <p>Consists of signed copies of Form 140, Records Retirement Request reflecting deposits made by the Office; and file register of assigned deposit numbers; and Records Control Schedule for OP.</p> <p>a. Form 140, Records Retirement Request arranged organizationally and numerically thereunder.</p> <p>b. Register of Deposit Numbers assigned by Records Center maintained for quick reference.</p> <p>c. Records Control Schedule for Office of Personnel. Contains listing of all files maintained by Office of Personnel with identifying number, file volume and disposition instructions. Arranged by Division.</p>	<p>SECRET</p> <p>.5</p> <p>.2</p> <p>.2</p>	<p>Temporary. Destroy when deposit has been destroyed at the Center and no longer required for reference. To be retained in work area.</p> <p>Temporary. Destroy at end of year.</p> <p>Temporary. Destroy when superseded or obsolete.</p>
5	<p>VITAL MATERIALS CONTROL RECORDS</p> <p>Consists of signed copies of Form 620, Vital Materials Transfer Slips, reflecting deposits made by the Office; File register of assigned deposit numbers and Availability Register.</p> <p>a. Form 620, Vital Materials Transfer Slip. Arranged organizationally and numerically thereunder. (1958-1960)</p> <p>b. Number Register. Arranged Chronologically. (1958-1960)</p>	<p>.2</p> <p>.2</p>	<p>Temporary. Place in inactive file when superseded; Destroy when no longer needed for reference purpose.</p> <p>Temporary. Destroy when 1 year old.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	c. Vital Material Availablility Register contains record of all material on deposit at VM Repository; register is arranged by Division and contains brief description of the materials and date of documents.	SECRET .2	Temporary. Destroy when superseded.
6	REPRODUCTION NUMBER REGISTER		
	Consists of a record of reproduction job numbers assigned to requisitions initiated in the Office of Personnel to have material reproduced by Agency reproduction facilities. Arranged chronologically. (1959-1960)	.1	Temporary. Destroy when 1 year old.
7	OP DISTRIBUTION CONTROL FILE		
	a. Consists of Log and Distribution Schedules for published material for distribution within OP. Material consists of such items as OPM's, Agency Regulatory issuances, Department of State, USCS Comm. and other Federal Agency issuances.	.2	Temporary. Destroy Log Records when one year old. Cut off at end of year, destroy one year thereafter. Distribution lists are destroyed when revised or superseded.
	b. Library Representative File - Consists of IBM listing of Subscription items and copies of Form 1395, Request for Library materials; and listings of special recurring orders.	.2	Temporary. Destroy when superseded.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

SCHEDULE NO.

40-60

OFFICE, DIVISION, BRANCH

Personnel, Plans, Staff

and Review 1/25/63 RD

papers

SIGN

TITLE

Chief, Plans Staff

29 June 1960

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>STAFF SUBJECT FILES</p> <p>Consists of correspondence, reports, laws, personnel utilization and manpower studies for guidance in developing personnel policy, project manpower ceilings, and the personnel support activities. The material is used for preparation of staff studies, for D/Pers, orientations and briefings of individuals or special committees. Filed by subject numeric method.</p> <p>(1957-1960)</p>	2.0	Temporary. Destroy when 3 years old. (Cut off file at end of 1 year; transfer to records 1 year thereafter.)
2	<p>SPECIAL PROJECT AND PRESENTATION FILES</p> <p>Consists of copies of special studies prepared for policy guidance in personnel administration (promotion patterns, separation rates, special retirement plans, etc.); statistical and other charts prepared for use in briefings and presentations.</p>	1.0	Temporary. Destroy when 2 years old. (Cut off file at end of year screen and transfer pertinent papers to Staff subject file; destroy residue when 2 years old).
3	<p>LIAISON ACTIVITY FILES</p> <p>Consists of correspondence, authorizations, directives etc., concerning special assignment to various Agency committees and inter-Agency groups. Minutes of special meetings etc. Filed alphabetically by name of Committee or Group.</p>	.5	Temporary. Destroy when 2 years old. Transfer pertinent papers to Staff subject files; destroy residue when 2 years old.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-0137A000100230003-5		
4	<p>Pers/Plans Staff</p> <p>STAFF WORKING FILE</p> <p>Consists of special Statistical Reports, IBM rosters, CS Staffing authorization information, strength reports etc.; pending legislative action, historical studies, personnel surveys etc. These documents are used by Personnel research officers in preparing special statistical and trend studies which become the basis for policy decisions, ceiling projections, grade distribution, etc. (1958-1960)</p>	5.0	Temporary. Destroy when 3 years old. (Cut off files at end of year. Screen selectively and transfer pertinent materials to Staff Subject file or other OP Division files if appropriate. Destroy residue at end of three years or sooner.)
5	<p>POLICY MAKING STUDIES</p> <p>Consists of materials accumulated by various groups, committees, and task forces organized to study and make recommendations on the Agency personnel Management Program. These files contain committee or group proposals, minutes of meetings, findings, recommendations, final reports, etc. (1956-1960)</p>	.3	Permanent. Disposal not authorized. Retire to Records Center upon accumulation of 1 cubic foot.
6	<p>STAFF ADMINISTRATIVE FILES</p> <p>Consists of correspondence, equipment and printing requests, personnel actions on Staff members, copies of training requests and evaluation; fitness reports, etc.; T&A records and other materials accumulated in the internal operations of the Staff.</p>	.2	Temporary. Destroy when superseded or obsolete. All personnel records to be destroyed upon the reassignment or termination of the employee.
7	<p>REFERENCE MATERIAL</p> <p>Consists of published material such as Agency Regulations and Notices, registers, pamphlets, handbooks, and publications from other sources maintained for reference purposes.</p>	2.0	Temporary. Destroy when superseded or obsolete.

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
8	<p>Pers/Plans Staff LIBRARY MATERIAL</p> <p>Consists of library books, dictionaries, pamphlets, guides, manuals, etc., maintained for reference purposes.</p>	3.0	<p>Temporary. Return to Library when no longer needed for reference purposes.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

REMOVED FROM RELEASE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

SCHEDULE NO.

40-60

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, *Plans & Review Staff*
Office of the Director, Regulations Unit

SIGN

TITLE

Chief, Regulations Unit

30 June 1960

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>UNIT SUBJECT FILES</p> <p>Consists of correspondence, directives, delegations of authority, publications etc., pertaining to broad phases of personnel administration, organization and management and special surveys not directly concerned with a specific regulatory series; filed by subject. (1958-1960)</p>	1.0	<p>Temporary. Destroy when 3 years old, (Cut off file at end of each year; screen selectively and transfer to Records Center 1 year thereafter except for policy papers of current interest which will be retained in active file.) (Item 23, RCS 40-57)</p>
2	<p>WORKING FILE</p> <p>Consists of working files maintained by the Personnel Research Officer during the development period of an Agency policy or regulatory issuance. These files contain working drafts, directives, pending legislative bills, Executive Orders, Public Laws and other background papers collected as working guides. Filed by subject. (1958-1960)</p>	2.0	<p>Temporary. Destroy 6 months after publication of the issuance. (Screen files and transfer pertinent papers to Subject or Regulations File; destroy all other material.)</p>
3	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)</p>	.3	<p>Temporary. Destroy when 2 years old. Cut off at end of each year; destroy 2 years thereafter.)</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>LEGISLATION FILE</p> <p>Consists of case files prepared on proposed or pending legislation and legislation passed by the Congress. Files contain correspondence with the Legislative Counsel, Congressional Records, notices of pending legislation, House and Senate Bills, etc. This material is used in the development of regulatory issuances to comply with legislation and in making evaluations, recommendations, and proposals to the Legislative Counsel on legislation affecting Agency Personnel policies. Filed alphabetically by subject by Congress. (1958-1960)</p>	2.0	<p>Temporary. Screen selectively, (Cut off end of each session, destroy 1 year thereafter - except items of current interest which will be transferred to active files.) (Item 27b, RCS 40-57)</p>
5	<p>REGULATORY ISSUANCES CASE FILES</p> <p>Consists of personnel administration, policy and background material including case files maintained on regulatory issuances initiated and developed by the OD/Pers and those received for review and coordination.</p> <p>a. "20" Series Personnel Files contain the background information on the development of the issuances such as Executive Orders, related legislation, draft copies of proposed issuances, coordinations, concurrences, authentications, etc. Filed numerically by basic Regulation number. (1955-1960)</p> <p>b. Regulatory issuances review file (other than 20 series). Files contain copies of the proposed issuances and copies of comments, proposals, concurrences, and objections. Arranged numerically by Regulation number. (1958-1960)</p>	<p>8.0</p> <p>2.0</p>	<p>Permanent. Disposal not authorized. (Cut off file 1 year after issuances are published; screen selectively and Retire to Records Center 2 years thereafter.) (Item 29, RCS 40-57)</p> <p>Temporary. Destroy when 2 years old. (Place in inactive file upon completion of final action by OP, cut off at end of each year and destroy 2 years thereafter.)</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>OPM HISTORICAL BACKGROUND AND RECORD FILE</p> <p>Consists of administrative issuances (Office of Personnel Memorandums) prepared and issued to supplement Agency regulatory issuances and to establish internal operating procedures for the Office of Personnel. This file contains directives from D/Pers and drafts coordinated within OP; and a register which is used to assign control numbers to the memorandums.</p>		
	<p>a. Number Register (1956-1960)</p>	.2	Temporary. Destroy when 4 years old; (Cut off file at end of each year; destroy when 4 years old).
	<p>b. Office of Personnel Memorandums with background material including coordination and D/Pers authentication. Filed numerically by year. (1952-1960)</p>	1.0	Permanent. Disposal not authorized. Cut off every other year and transfer to the Records Center 2 years thereafter. (Item 10, RCS 40-57).
7	<p>CAREER COUNCIL AND HISTORICAL BACKGROUND FILES</p> <p>Consists of official minutes, agenda, transcripts, reports, and supporting papers documenting the activities of the Career Council and its predecessor organizations. The files contain policy decisions, procedures, and recommendations for the development and management of the Agency's Personnel Program. (1952-1960)</p>		
	<p>a. Career Council Files. Arranged numerically by meeting number.</p>	4.0	Permanent. Disposal not authorized. (Cut off at end of year; transfer to Records Center 5 years thereafter.) (Item 40 a and b, RCS 40-57)
	<p>b. Chronological file of Career Council Agendas and Minutes compiled for quick reference.</p>	.2	Permanent. Retain in current work area indefinitely.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
7	c. Extra Copy File. Contains extra copies of agendas, special reports, and Staff Studies prepared in accordance with Career Council decisions. These extra copies are distributed for official use of individuals or offices upon request. Filed by meeting number and subject thereunder.	1.0	Temporary. Destroy when superseded or outdated.
8	MAIL LOG Consists of a loose-leaf binder containing a record of the receipt and dispatch of mail, legislative material, regulations, notices, etc., received by the Staff. Arranged chronologically. (1959-1960)	.2	Temporary. Destroy when 1 year old.
9	REFERENCE MATERIAL - (Agency Issuances) Consists of published material such as CIA Regulations, Notices, Handbooks, OPM's, OGC Opinions, etc., maintained for reference purposes.	4.0	Temporary. Destroy when no longer needed for reference purposes.
10	REFERENCE MATERIAL - (General) Consists of processed material such as Federal Personnel Manual, Army Regulations and Circulars, Department of State Issuances, Press Releases, etc., used for reference purposes.	8.0	Temporary. Destroy when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100230003-5

OFFICE, DIVISION, BRANCH

Benefits & Services
Personnel, Operating Personnel Division,
Secretariat Agency Retirement Board

SCHEDULE NO. 25X

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

AGENCY RETIREMENT BOARD - SECRETARIATS FILE

SECRET

Consists of official record copies of the minutes, transcripts, agenda, and proceedings of the Agency's Retirement Board; Federal Retirement Act and Agency Notice establishing the board; policy and individual case files on Agency employees eligible for retirement who are considered by the Board.

a. Agency Retirement Board Files. Arranged numerically by meeting number.
(1960)

.1

Temporary. Disposal not authorized by this schedule. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)

b. Board Subject Files - Consists of laws, case studies, correspondence, reports (including IBM listings of employees eligible for Retirement), and miscellaneous material accumulated in processing and counseling a retirement case.

1.0

Temporary. Destroy when 3 years old. (Cut off file at end of year; destroy two years thereafter; except basic policy materials, laws etc., which will be retained in the current file area indefinitely.)

c. Retirement Case Files - Contains correspondence and documentary evidence of length of service, accrued benefits and rights and eligibility of the individual. This file also contains Board recommendation and final disposition of the case. Filed alphabetically by name of the employee.

.5

Temporary. Destroy 5 years after separation or death of the employee. (Cut off files of completed cases at end of the year; screen file for sensitive material, forward pertinent material to RSD for inclusion in Official Personnel Folder. If file contains any material of a sensitive nature place in sealed envelop and retain in immediate work for two years; then retire to Records Center.)

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

15 October 1964

MEMORANDUM FOR: CIA Records Administration Officer

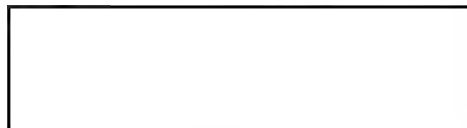
SUBJECT : Revised Schedule 40-64 for Administrative
Staff, Office of Personnel

RESCINDS : RCS 40-63 dtd 9 Sept 63

1. Attached hereto is Records Control Schedule 40-64 for the Administrative Staff, Office of Personnel.

2. This schedule was rewritten in order to change disposition instructions for certain items and to make certain other modifications as needed.

3. It is requested that this schedule be substituted for the one presently in effect.



RAO/OP

Attachment:
RCS 40-64, Admin Staff/OP

Distribution:
Orig & 1 - Addressee

cc: RecCtr

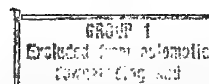
APPROVED



CIA Records Administration

2 Nov 1964
Date

SECRET



SECRET

29 April 1965

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Designation of Recruitment and Retiree Placement
Division, Office of Personnel (RRPD/OP)

REFERENCE : Records Control Schedule 40-64

1. It is requested that the following organizational changes within the Office of Personnel be reflected on Records Control Schedule 40-64:

- a. Effective 25 March 1965 the Personnel Recruitment Division was redesignated the Recruitment and Retiree Placement Division in recognition of its increased scope of activities.
- b. Effective this same date, the Outplacement Branch of the Personnel Operations Division was transferred to RRPD and redesignated the Employment Referral Branch.

2. As now constituted, the Recruitment and Retiree Placement Division consists of the Field Recruitment Branch, the Washington Recruitment Office, the Employment Referral Branch, and a newly established activity, the Retiree Placement Counseling Staff.

RAO/OP

Distribution:
Orig & 1 - Addressee

25X

SECRET

5 November 1963

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Schedule 40-63 for Mobilization and
Military Personnel Division, Office of Personnel

RESCINDS : Records Control Schedule 40-60, pages 68-92

1. Attached hereto is Records Control Schedule 40-63 for the Mobilization and Military Personnel Division, Office of Personnel.

2. This schedule combines the six schedules presently covering MMPD. The items have been updated and modifications made where necessary.

3. It is requested that this schedule be substituted for the ones presently in effect as soon as possible.



RAO/OP

Attachment:

RCS 40-63, MMPD/OP

*Items 8a
and 12 revised
Oct 1965
RD*

*o/f
10/22/63*

SECRET

GROUP 1
Excluded from automatic

RECORDED FROM RECORDS 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Personnel, Special Activities Staff

Chief, SAS/OR

574007

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>STAFF SUBJECT FILES</p> <p>Consists of correspondence, memoranda, reports, staff studies and copies of policy directives concerning Agency administration of disciplinary and suitability cases, including cases involving adverse effect on employee's status or pay such as separations, reduction in grade with salary retention and suspensions as well as material on the Hatch Act and the conversion of career provisional employees to career status.</p> <p>(1958 -)</p>	5.0	Temporary. Screen periodically and destroy material no longer needed. Retain remainder in immediate work area.
2.	<p>BOARD AND PANEL FILES</p> <p>Consists of official minutes of meetings, agenda, background data, reports and supporting papers documenting the activities and recommended action for each individual case considered.</p> <p>a. Personnel Evaluation Board (formerly known as Agency Disposition Board). Arranged numerically by meeting number.</p> <p>(1953 -)</p> <p>b. Applicant Review Panel (formerly the Medical-Security-Personnel Review Panel). Arranged numerically by meeting number.</p> <p>(1953 -)</p> <p>c. Overseas Candidate Review Panel. Arranged numerically by meeting number.</p> <p>(1958 -)</p>	.4 1.5 .5	<p>Permanent. When no longer needed for current reference, retire to Records Center.</p> <p>Permanent. When no longer needed for current reference, retire to Records Center.</p> <p>Permanent. When no longer needed for current reference, retire to Records Center.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	d. Selection Board, Employment Review Board and Special Employment Board. Arranged numerically by meeting number. This material is of historical value - Boards are no longer in existence. (1954 - 1960)		Permanent. Retain at Records Center.
	e. Examining Panel findings and recommendations regarding Career Staff membership applications as well as case files on employees whose application for membership in the Career Staff were deferred or rejected. Also included in this file is other material related to the Career Staff. (Career Staff no longer in existence.) (1954 - 1960)	2.0	Temporary. When no longer needed for current reference, screen and destroy valueless papers. Retire remainder to Records Center and hold for ten years. At the end of this time, return to originator for review and resubmission if deemed necessary.
3.	SENSITIVE MATERIAL FILE		
	a. Consists of sensitive material on certain Agency personnel maintained in sealed envelopes. This material is retained at direction of Deputy Director of Central Intelligence and is made available only to certain senior Agency officials.	6.0	Temporary. Disposal not authorized at this time. Retain in immediate work area.
	b. Consists of 3x5 card file used as cross reference. Cards contain name of employee only.	.1	Temporary. Disposal not authorized at this time. Retain in immediate work area.
4.	EMPLOYEE CASE FILES		
	a. Consists of case files on problem cases containing correspondence, reports and other papers pertaining to the handling of each case. Filed alphabetically. (1963 -)	11.0	Temporary. Upon completion of case, forward appropriate material to OP/File Room for inclusion in Official Personnel Folder. Sensitive material gathered during the processing of the case will be retained in immediate work area until no longer needed for current reference at which time it will be sent to Records Center and retained for ten years. At the end of this period it will be returned to originator for review. If deemed necessary, certain case files may be resubmitted to Records Center for an additional ten years.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	b. Consists of 3x5 cards listing name of employee, type of problem involved, recommended solution, and final action taken. Card also includes job number under which case file has been sent to Records Center.	.3	Temporary. Disposal not authorized. Retain in immediate work area.
5.	OFFICIAL APPLICANT FOLDERS		
	a. Consists of official applicant folders which require special review.	.5	Temporary. Upon completion of review, file will be forwarded to appropriate branch for action.
	b. Consists of 3x5 cards used as cross reference. Included on card is applicant's name and summary of background information as well as Panel decision.	.3	Temporary. Disposal not authorized. Retain in immediate work area.
6.	OFFICIAL PERSONNEL FOLDERS		
	Consists of official personnel folders on individuals who are pending conversion to career status.	1.0	Temporary. After review of file and appropriate recommendation is made to employee's office of assignment, return file to OP/File Room.
7.	OVERSEAS CANDIDATES		
	a. Consists of listing of all candidates for overseas assignment. Included is candidate's name, grade, PCS point, position title, and proposed date of departure.	.5	Temporary. Destroy when no longer needed.
	b. Consists of 3x5 cards on individuals being reviewed by the Overseas Candidate Review Panel. Included on card is pertinent information from other support offices regarding the individual as well as the Panel's recommendation and final disposition.	.1	Temporary. Screen periodically. Destroy cards of terminated individuals. Retain remainder in immediate work area.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p data-bbox="448 951 1187 972">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p data-bbox="264 982 870 1129">c. Post Mortem File - This file will contain transcripts of hearings, reports to Director of Personnel and related correspondence dealing with the return of employees prior to completion of tour of overseas duty for reasons of unsatisfactory performance, misconduct, etc.</p> <p data-bbox="191 1157 488 1178">8. REFERENCE MATERIAL</p> <p data-bbox="264 1209 849 1276">Consists of Agency regulatory issuances, OFMs, FPMs, handbooks, certain machine listings, and other material used as reference.</p>	<p data-bbox="922 1209 964 1230">3.7</p> <p data-bbox="906 1801 964 1822">33.2</p>	<p data-bbox="995 989 1531 1087">Temporary. Disposal not authorized at this time. Retain in immediate work area. (A newly established function - therefore, no footage at this time.)</p> <p data-bbox="995 1209 1563 1308">Temporary. Destroy when superseded, obsolete, or no longer needed except machine listings which will be returned to OP/SRB upon receipt of more current listing.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

24 March 1964

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Two Revised Records Control Schedules 40-64:

OP/Benefits and Services Division/Office of
the Chief


OP/Benefits and Services Division/Benefits
and Counseling Branch

RESCINDS : Records Control Schedule 40-60, pages 21 - 33

1. Attached hereto are two records control schedules for
your approval.

2. These schedules were revised simultaneously as the area
of responsibility for certain items has been changed. The Agency
Retirement Board, fund raising campaigns and recreational activi-
ties are now the direct responsibility of Chief, BSD/OP. It should
be noted that disposition instructions for certain material pre-
sently being stored at Records Center have been changed.

3. It is requested that these two schedules be substituted
for those presently in effect as soon as possible.


RAO/OP

Attachments 2

RCS 40-64 for OP/BSO/OC

RCS 40-64 for OP/BSO/BCB

X1
APPR


CIA Records Administration Officer

2 April 64
Date

25X

RECORDS CONTROL Schedule 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.
4084

RMS

OFFICE, DIVISION, BRANCH

Office of Personnel, Benefits and Services Division/Benefits and Counseling Branch

CONCURRENCE

Chief, OP/BSD/BCB

24 MAR 1964

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES a. Consists of correspondence as well as policy and procedures dealing with Federal Employee Compensation Act, Civil Service retirement benefits, Federal Employees Group Life Insurance, employee and dependent overseas hospitalization program, and welfare assistance. Also included are statistical reports, annual reports, studies and working papers. (1952 -) b. Consists of routine administrative-type files such as requests for advanced sick leave, blood donations, savings bonds as well as chrono files (general as well as dispatch chronos). (1962 -)	11.0 5.0	Temporary. Screen periodically. Retain in current files area. Temporary. Cut off annually. Destroy after two years.
2.	CASUALTY FILES a. Consists of death case files containing papers which document the processing of claims for the estate or beneficiary of deceased employees. Types of documents included are copies of Certificate of Death, SF 2800, Application for Death Benefits, Form 901, Emergency/Casualty Report and other related correspondence. Filed alphabetically.	1.0	Temporary. Place in file of completed cases upon final settlement of claim. Retire to Records Center upon accumulation of one foot and hold for five years. At the end of this time return to branch for review and proper disposition.

Supervised by revision
July 37/1967

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	b. Consists of work sheets completed on GS-12 and above.	2.0	Temporary. Cut off annually. Retain in current files area for five years. Then transfer to Records Center and hold for an additional five years. At the end of this time material will be returned to originator for review and resubmission if necessary.
	c. Monthly GS-12 and above reports forwarded to DCI.	.5	Temporary. Cut off annually. Retain in current files area for five years. Then transfer to Records Center and hold for an additional five years. At the end of this time material will be returned to originator for review and resubmission if necessary.
5.	NOTICE OF INJURY OR ILLNESS FILE - CA-1 Consists of copies of Form CA-1 or CA-1 dispatches. This form is completed by individual as a record of injury or illness and contains information such as date of injury or illness, circumstances and nature of incident. Filed alphabetically.	1.5	Temporary. Cut off annually. Upon accumulation of one foot retire to Records Center. Hold for seventy-five years and return to branch for review and disposition.
6.	COUNSELING FILE Consists of Form 1711, Benefits and Counseling Interview Record, which is prepared to record employee problems such as job dissatisfaction, financial difficulty, marital problems and grievances as well as advice given and action taken. Filed alphabetically by name.	1.5	Temporary. Upon termination of employee, screen and forward cards containing pertinent data to OP File Room for inclusion in official personnel folder. Destroy remaining cards.
7.	CARD FILE a. 3x5 card index used to record receipt and dispatch of correspondence on individuals relating to claims, retirement, group life insurance, unpaid salary compensation, advanced sick leave, etc.	2.0	Temporary. Disposal not authorized at this time. Retain in current files area indefinitely.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Personnel, Benefits and Services Division/Benefits and Counseling Branch

Chief, OP/BSDB

24 March 1964

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES a. Consists of correspondence as well as policy and procedures dealing with Federal Employee Compensation Act, Federal Employees Group Life Insurance, employee and dependent overseas hospitalization program, and welfare assistance. Also included are statistical reports, annual reports, studies and working papers. (1952 -) b. Consists of routine administrative-type files such as requests for advanced sick leave, blood donations, savings bonds as well as chrono files (general as well as dispatch chronos). (1962 -)	11.0 5.0	Temporary. Screen periodically. Retain in current files area. Temporary. Cut off annually. Destroy after two years.
2.	CASUALTY FILES a. Consists of death case files containing papers which document the processing of claims for the estate or beneficiary of deceased employees. Types of documents included are copies of Certificate of Death, SF 2800, Application for Death Benefits, Form 901, Emergency/Casualty Report and other related correspondence. Filed alphabetically.	5.0	Permanent. Place in file of completed cases upon final settlement of claim. Retire to Records Center upon accumulation of one foot.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>b. Employee Emergency File consists of individual cases as well as an alphabetical file containing information on status of employee emergencies.</p> <p>COMPENSATION CLAIMS FILE</p> <p>a. Consists of case files maintained on employees and their dependents who have filed claims for compensation. File contains bills and receipts as well as reports and correspondence which document each claim and are used by the branch to process claims. Filed alpha.</p> <p>b. These files consist of BEC claims held at the Dept. of Labor. The cases generally cover claims for compensation or medical treatment of Agency employees which may have a security implication. Cases handled through this channel are assigned to C/BCB on a sensitive basis. These files may contain material not found in Agency compensation claim file.</p> <p>c. Consists of correspondence in connection with overseas hospitalization claims which are returned to employee for processing with Dept. of State. Also included are claims referred directly to IB/BSD/OP.</p>	<p>.5</p> <p>10.0</p> <p>.5</p>	<p>Temporary. Cut off annually. Hold for an additional year and forward to Records Center where it will be held for an additional five years. At the end of this period, material will be returned to originator for review.</p> <p>Temporary. Upon final settlement of case, place in inactive file and forward to Records Center upon accumulation of one foot. Hold for seventy-five years and return to branch for review and disposition.</p> <p>Temporary. From time to time these files will be sent to the Agency for forwarding to the Records Center by OP/BSD/BCB. Material will be held at Records Center for seventy-five years and then returned through BCB to Records Custodian in BEC, Dept. of Labor for destruction.</p> <p>Temporary. Cut off annually. Upon accumulation of one foot, retire to Records Center and hold for five years. Upon the end of this period, return to originator for review.</p>
4.	<p>REPORT OF SEPARATION FILE</p> <p>a. Consists of Form 971a, Report of Separation Work Sheet, used to record information on all staff employee resignees.</p>	2.5	<p>Temporary. Cut off annually. Hold in office two years and retire to Records Center and hold an additional five years. At the end of this time, material should be returned to originator for review and resubmission if necessary.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. Consists of work sheets completed on GS-12 and above. (1961 -)</p>	2.0	Temporary. Cut off annually. Retain in current files area for two years. Then transfer to Records Center and hold for an additional eight years. At the end of this time material will be returned to originator for disposition.
	c. Monthly GS-12 and above reports forwarded to DCI.	.5	Temporary. Cut off annually. Retain in current files area for five years. Then transfer to Records Center and hold for an additional five years. At the end of this time material will be returned to originator for review and resubmission if necessary.
5.	NOTICE OF INJURY OR ILLNESS FILE - CA-1		
	Consists of copies of Form CA-1 or CA-1 dispatches. This form is completed by individual as a record of injury or illness and contains information such as date of injury or illness, circumstances and nature of incident. Filed alpha.	1.5	Temporary. Cut off annually. Upon accumulation of one foot retire to Records Center. Hold for seventy-five years and return to branch for review and disposition.
6.	COUNSELING FILE		
	Consists of Form 1711, Personnel Interview Record, which is prepared to record employee problems such as job dissatisfaction, financial difficulties, marital problems and grievances as well as advice given and action taken. Filed alpha.	1.5	Temporary. Upon termination of employee, screen and forward cards containing pertinent data to OP File Room for inclusion in official personnel folder. Destroy remaining cards.
7.	CARD FILE		
	a. 3x5 card index used to record receipt and dispatch of correspondence on individuals relating to claims, group life insurance, unpaid salary compensation, advanced sick leave, etc.	2.0	Temporary. Disposal not authorized at this time. Retain in current files area indefinitely.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	b. 3x5 card file showing dates of blood donation and includes blood type in instances where the employee has a rare type blood. File is used in filling special requests and indicates frequency of donation by individual.	.6	Temporary. Upon resignation of individual, card will be destroyed.
	c. 3x5 card file on resignees, military leave cases, and individuals going on LWOP. Cards used as reference on status of each case. Filed alphabetically by name.	.4	Temporary. Destroy when two years old.
8.	REFERENCE MATERIAL	6.0	Temporary. When no longer needed books to OCR. Destroy other material when superseded, obsolete, or no longer needed.
	Consists of library books, copies of BEC decisions, regulatory issuances and other published material used for reference purposes.	45.0	
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

SECRET

RMS

6 January 1964

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Schedule 40-64 for Contract Personnel
Division, Office of Personnel

RESCINDS : Records Control Schedule 40-60, pages 51-59

1. Attached hereto is Records Control Schedule 40-64 for the Contract Personnel Division, Office of Personnel. Items have been updated and modifications made where necessary.

2. It is requested that this schedule be substituted for the one presently in effect as soon as possible.

RAO/OP

Attachment:
RCS 40-64, CPD/OP

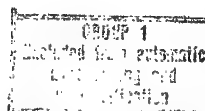
APPR

CIA Records Administration Officer

Date

6 Feb 1964

SECRET



RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

25

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Personnel, Contract Personnel Division

Chief, CPD/OP

- 6 JAN 1964

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	DIVISION ADMIN SUBJECT FILES copies of a. Consists of/directives, policy decisions, laws and regulations applicable to the employment of contract and staff agents. Also included is material relating to Social Security matters, special reports, progress reports, and general information on entitlements, allowances and other matters of interest to CPD. (Current) b. Consists of routine administrative files, chrono files as well as extra copies of contracts executed by CPD.	1.7 1.0	Temporary. Screen periodically. Destroy selectively. Hold remainder in current files area indefinitely. Temporary. Cut off at end of each year. Destroy one year later except extra copies of contracts which will be destroyed at the end of one year.
2.	FLEX-O-LINE FILE Contains information on original contract date, compensation, status, etc. Arranged organizationally and alphabetically thereunder. (Current)	.1	Temporary. Destroy when terminated.
3.	ADMINISTRATIVE PLANS FILE Consists of project files containing copies of internal administrative documents authorizing deviations from normal Agency rules, regulations, and policy pertaining to approved Agency projects. These files are maintained for reference purposes only. Record copies are retained by DODS.	1.5	Temporary. Destroy one year after termination of project.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
4.		.4	Temporary. Destroy one year after expiration of agreement.
5.		1.5	Temporary. Place in inactive file upon termination of agreement. Retain in current files for three years and retire to Records Center at the end of this period and hold for an additional seven years. Then destroy.
6.	<p>PERSONAL SERVICES FOLDER FILE</p> <p>a. Consists of case files containing copies of Letters of Authorization, amendments thereto on Military Personnel. Filed alpha.</p> <p>b. Consists of case files containing copies of contract, amendments, biographic information and other supporting papers on contract personnel. Filed alphabetically.</p>	40.0	<p>Temporary. Destroy when terminated.</p> <p>Temporary. Upon termination place in inactive file. Transfer to Records Center no sooner than one year thereafter. Destroy at Records Center 75 years after birth of employee or 60 years after date of earliest document in folder if date of birth cannot be ascertained provided employee has been separated or retired for at least 5 years or destroy 5 years after death of employee, whichever is sooner.</p>
7.	<p>JUSTIFICATION FOR CONSULTANT FILE</p> <p>Consists of Form 503, Justification for Consultant, containing name, office of primary interest, estimated use and duties to be performed.</p>	.6	Temporary. Hold for three years; then destroy.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>SEPARATION AND SPECIAL ALLOWANCE FILE</p> <p>Consists of separation or special allowance cases. Cases contain requests for authorization and related correspondence. Filed alphabetically.</p>	1.0	Temporary. Screen periodically. Destroy selectively. Hold remainder in current files area indefinitely.
9.	<p>CONSULTANT FILES</p> <p>Consists of official folders on each Agency consultant. Included in this file is correspondence, contract agreements, security clearances, justifications, status, etc. Filed alpha.</p>	5.0	Temporary. Forward to OP File Room when consultant is terminated.
10.	<p>OFFICIAL STAFF AGENT FOLDER FILES</p> <p>Consists of two files maintained on each staff agent. Files document the services of the employee and are maintained separately for security reasons.</p> <p>a. Folders contain code number cross referenced to Confidential Jacket File and are filed alphabetically by pseudonym and contain Request for Personnel Action, Form 1152, and Notification of Personnel Action, Form 1150.</p> <p>b. Confidential Jacket File consists of documents in true name, such as Form 57, PHS, Medical Action Request, pseudonym acknowledgement. Filed numerically by code number.</p>	8.0 6.0	Temporary. Forward to OP File Room for sterilization and consolidation upon termination of employee's services as a staff agent.
11.	<p>STAFF AGENT REQUEST FOR PERSONNEL ACTION FILE</p> <p>Consists of additional copy of Request for Personnel Action maintained for reference purposes only. Filed chronologically.</p>	.1	Temporary. Hold for two months and destroy.
12.	<p>CARD FILES</p> <p>a. Consists of 5x8 cards maintained on contract personnel and staff agents. Cards contain pseudonym, area division to which assigned</p>	8.0	Temporary. Place in inactive file upon termination. Hold in office area indefinitely.
<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p>			

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	DISPOSITION INSTRUCTIONS
	and code number used as a cross reference. These cards are used to record receipt and dispatch of documentation and are filed alphabetically.		
	b. Consists of 3x5 cards maintained as cross reference in two sets. One set is arranged numerically by code number, the other alpha. by name.	2.0	Temporary. Place in inactive file upon termination. Hold in office area indefinitely.
	c. Consists of OF4b, Employee Record Card, maintained on staff agents and used for recording personnel actions, training, qualifications and other information. Filed organizationally and by pseudonym thereunder.	1.0	Temporary. Destroy one year after termination of staff agent status.
	d. Consists of 5x8 card containing information on authorized allowances as well as equalization allowances given in lieu of regular post allowances. Cards reflect location of post, type of allowance granted, and misc. information used as guides in processing claims. Filed by area, country, and post. (Current)	.1	Temporary. Destroy when superseded or obsolete
13.	PERSONNEL FILES Consists of "soft" files on division personnel containing copies of personnel documents which reflect assignment, promotions, T&A records and general information. Filed alphabetically.	.3	Temporary. Destroy six months after transfer or separation of employee.
14.	REFERENCE MATERIAL Consists of published material such as salary tables, Agency regulatory issuances as well as issuances published by other Government departments used for reference purposes.	12.0 90.3	Temporary. Destroy when superseded or obsolete.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	<p>Approved For Release 2005/11/21 : CIA-RDP80-0487A000100230003-5</p> <p>HONOR AND MERIT AWARDS PROGRAM FILE</p> <p>Consists of correspondence, staff studies, case files, recommendations and activities of the Honor and Merit Awards Board accumulated in Administration of the Honor and Merit Award Program.</p>	<p>SECRET</p> <p><i>487A000100230003-5</i> <i>Benefits & Services Dir</i> <i>15 Oct 62</i> <i>RD</i></p>	
	<p>a. Honor and Merit Awards Board Meeting File. Consists of agenda, minutes, reports and other correspondence related to the meeting of HMAB. File contains information on recommendations for awards considered and approved, proposed regulations, security implications in presenting awards, procurement and design of medals, and similar information documenting the activities of the Board. Arranged numerically by Board meeting number.</p> <p>(1956-1960)</p>	.5	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Center 3 years thereafter.) (Item 43 RCS 40-57)
	<p>b. Honor Awards Number Register. Consists of a register used to assign control numbers to recommendations for honor awards received by the Office. Register contains name, date recommendation received, number assigned, and Board action. Arranged numerically.</p>	.2	Permanent. Disposal not authorized. Begin new register each year; transfer to Records Center when 5 years old. (Item 42 RCS 40-57)
	<p>c. Honor and Merit Awards Case Files. Consists of case files on employees who have received Honor and Merit awards and those who have been recommended to receive such awards. Files contain the recommendations, notice of award presentation, acknowledgment of receipt of award, and miscellaneous correspondence pertaining to the presentation of the awards. Copies of Form 382, Report of Honor and Merit Award Board, are placed in the Official Personnel folders of individuals receiving an award. Files are alphabetically arranged by name.</p>	3.0	Temporary. Destroy 5 years after death of individual. (Cut off file at end of 2 years; transfer to Records Center 1 year thereafter.) (Item 41, RCS 40-57)
	<p>d. Honor Awards Pending Files. Consists of Form 600, Recommendation for Honor or Merit Award, correspondence, and Biographical data supporting the recommendation held pending consideration/action by Board.</p>	.5	Temporary. Upon completion of HMAB action, screen file and transfer pertinent papers to Honor Awards Case files.
	<p>Approved For Release 2005/11/21 : CIA-RDP80-0487A000100230003-5</p> <p>SECRET</p>		

20 June 1968

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Control Schedule 40-68 for Recruitment
Division, Office of Personnel

RESCINDS : Records Control Schedule 40-64 for C/PRD/OP
Records Control Schedule 40-64 for C/OP/POD/CAB

*sent to
Rec ctr
7-11-68
RD
w/new
schedule*

1. Attached hereto is revised Records Control Schedule for
Recruitment Division, Office of Personnel. *(18 June 1968)*

2. This schedule was rewritten in order to reflect the
current functions of the division which presently comprise of
the following offices:

Office of Chief, Recruitment Division
Clerical Staffing Branch, including Interim Assignment
Section
Washington Area Recruitment Office

In addition, this schedule also covers the Office of the DD/Personnel
for Recruitment and Placement.

3. Early approval will be appreciated.

[Redacted Signature Box]

RAO/OP

Attachment:
RCS 40-68 for
Recruitment Division/OP

[Redacted Signature Box]

APPROVED:

CIA Records Administration Officer

10 June 1968
Date

25X

25X

RD

RECORDS CONTROL SCHEDULE 005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

40-60

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Benefits and Services Division,
Benefits and Counseling Branch,
Employees Relation Unit.

SIG

TIT

C13C3

28 June '60

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	SUBJECT FILE Consists of correspondence, reports, studies, statistical reports, working papers and similar material used in administering the activities of the Employee Relation Unit. (1958-1960)	2.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 2 years thereafter.)
2.	ADVANCED SICK LEAVE FILE Consists of 3"x5" cards prepared on individuals who have requested an advancement of sick leave. Cards are prepared upon receipt of a request from an Office and contains employee name, date of request, date of approval, number of hours approved, etc., and serves as a reference for reporting purposes. Filed alphabetically by name. (1958-1960)	.1	Temporary. Destroy when 1 year old.
3.	INTERVIEW APPOINTMENT REGISTER AND LOG SHEETS Consists of copies of an unnumbered form titled "Appointments", used to schedule employee interviews with counselors. Form contains information on the type or interview, (pre-exit or counseling) date and time, name of counselor, name of employee, and information regarding LWD, reason for separation, etc. Filed chronologically by date of interview. (1958-1959)	.2	Temporary. Destroy when 1 year old.

SECRET

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
4.	COUNSELING FILE Consists of Form 1711, Personnel Relations Interview Record. This card is prepared to record the employee problems such as job dissatisfaction, financial difficulty, marital problems and grievances. Information given is: Name, grade, title, office of assignment, circumstances of the complaint and advice given or action taken by the unit to assign the employee. Filed alphabetically by name. (1956-1960)	.5	Temporary. Upon termination of employee review Form 1711 and destroy if the file contains no pertinent reference data; Cards which contain pertinent reference data will be forwarded to RSD for inclusion in the Official Personnel Folder.
5.	CARD REFERRAL FILE Consists of 3"x5" cards prepared on resignees, military leave cases, and leave without pay cases. Information includes : names of individual , grade, type of case (resignee, military leave, etc.) home address, date official folder received, etc. Cards are used as a reference to the status of each case and for obtaining statistics for the Monthly Summary of Separations. Filed alphabetically by name. (1958-1960)	.1	Temporary. Destroy when 1 year old.
6.	RESIGNATION WORK SHEET FILE Consists of copies of 971a form titled "Resignations" used to record information on resignees such as, name, office, effective date, date official folder received, etc. Names are listed on this form as they are received from the operating offices and the form is used as a check sheet for recording processing actions. Filed chronologically. (1958-1960)	1.0	Temporary. Destroy when 1 year old. (Cut off file at end of year; destroy 1 year thereafter.)
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
7.	REPORT OF SEPARATION FILE	1.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	Consists of Form 971, Report of Separation, prepared from information obtained while conducting pre-exit interviews. Information includes name of resignee, title, office, date of resignation, separation, category, and remarks which includes employees attitude toward Agency, etc. This copy of the form is used to prepare the "Agency Summary of Civilian True Separations", the record copy is placed in the appropriate Official Personnel Folder. Filed chronologically by month and alphabetically by name thereunder. (1958-1960)		
8.	RECREATION ASSOCIATION FILE	1.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	Consists of correspondence, notices, newsletters, and other papers pertaining to various employee recreational activities, membership, meetings, games, scores, etc. The file is used in coordinating and administering the activities. Filed alphabetically by activity. (1958-1960)		
9.	BLOOD DONOR FILE	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year, destroy 1 year thereafter. At time of destruction names of employees who possess rare blood type will be listed and retained.)
	a. Consists primarily of two lists, one is prepared by the Branch and contains the name of the donor, his office, time scheduled, signature, and number used in lieu of name. The other list is prepared by the Red Cross and contains the assigned number and blood type. Filed chronologically. (1958-1959)		
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	<p>OUTSIDE ACTIVITIES FILE</p> <p>Consists of a record of employees who have requested permission to participate in activities outside the Agency. Activities include participation in clubs, part-time employment, attending school, etc. File is used to record date requests are submitted to the Security Office and approval or disapproval of the requests. Arranged alphabetically by surname.</p> <p>(Current)</p>	.1	Temporary. Destroy when 1 year old.
12.	<p>FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FILE</p> <p>Consists of a roster of employees who have waived their rights to insurance under the Federal Employees Group Life Insurance. Program and related correspondence. File serves as a source of information which is furnished to the Office of the Comptroller weekly. Filed by vouchered or unvouchered funds and thereunder alphabetically by surname.</p> <p>(Current)</p>	.5	Temporary. Destroy when 1 year old.
13.	<p>EMPLOYEES WELFARE FUND</p> <p>Consists of correspondence, policy, procedures and background material which document the request and approval of personal loan from the fund; also contains deposit and record of payments. Filed by Subject.</p> <p>(1954-1959)</p>	.5	Temporary. Destroy 4 years after audit and clearance (Cut off at end of year; transfer to Records Center 1 year thereafter.)
14.	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, and college brochures.</p>	14.5	Temporary. Destroy when no longer needed for reference purposes.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. Blood Donation Control File consists of 3"x5" card showing dates of Blood donation and includes Blood type in instances where the employee has a <u>Rare Type Blood</u>. This file is used in filling special requests; and for information to control frequency of donation.</p>	1	Temporary. To be retained in immediate work area as long as of reference value.
	<p>FUND RAISING CAMPAIGN</p>		
	<p>Consists of records used to facilitate and control collection of moneys for fund-raising campaigns of charitable, health, welfare and similar organizations.</p>		
	<p>a. Consolidated Charities Fund Pledges and payment records - Filed organizationally by component.</p> <p>b. Correspondence, receipts, invoices, vouchers, ledgers, and related papers pertaining to the various fund-raising drives; including bank statements, cancelled checks etc.</p> <p>c. Policy and background papers collected in administration of Fund-Raising campaigns consisting of: Consolidated Charities Minutes, Agendas etc; Statistical reports of current drives and comparative records of prior years; operating procedures for activity with sample forms, hand-outs etc.</p>	<p>14.0</p> <p>2.0</p> <p>2.0</p>	<p>Temporary. Destroy 4 years after audit and clearance. (Cut off file; end of yr; transfer to Records Center.</p> <p>Temporary. Destroy 4 years after audit and clearance. (Combine with related material in "a" above and retire to records center.)</p> <p>Temporary. Destroy when four years old. (Cut off file at end of year retire to Records Center 1 year thereafter. Policy papers will be transferred to active file for retention in immediate work area before retiring files to Records Center. (Item 233, RCS 40-57)</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

40-60
CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Benefits and Services Division
Benefits and Counseling Branch

SIG

TITLE

C13CB

28 June '60

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. BRANCH CORRESPONDENCE FILES

Consists of correspondence and other papers accumulated in the operations of the Branch concerned with administration of the Federal Employees Compensation Act, Civil Service Retirement Benefits, Employee Emergencies including MIA, Federal Employees Group Life Insurance, and Employees Relation activities. Filed by subject numeric system.
(1959-1960)

4.0

Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter, except papers related to establishment of program which will be retained indefinitely.)

2. DEATH BENEFITS AND CLAIMS FILES

Consists of case files containing papers which document the processing of claims for the estate or beneficiary of deceased employees. Types of documents include copies of Certificate of Death, SF 2800, Application For Death Benefits, Form 901, Emergency/Casualty Report and other related correspondence. Record copies of pertinent documents are filed in the Official Personnel Folder. Filed alphabetically by name.
(Current)

1.0

Temporary. Destroy when 5 years old. (Place in file of completed cases upon final settlement of Claim; retire to Records Center upon accumulation of 1 cubic foot.) (Item 436, RCS 40-57)

3. COMPENSATION CLAIMS FILES

Consists of case files maintained on employee and dependents who have filed claims for compensation or medical treatment and include a 3"x5" card index; Files contain reports and correspondence which document each claim and are used by the Branch to process claims for employees.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>a. Case Files. Containing Form 271, Employees Notice of Injury or Occupational Disease, C.A.4, Claim For Compensation or Account of Injury, etc. Case files on these claims are also maintained by the Bureau of Employees Compensation. Filed alphabetically by name. (1959-1960)</p> <p>b. 3"x5" card index containing name of employee, date claim was filed, type of claim, and date closed. Filed alphabetically by name. (1959-1960)</p>	8.0	Disposal not authorized by this schedule. (Place in file or completed cases upon final settlement of claim; cut off completed case file at end of each year and transfer to Records Center 1 year thereafter.) (Item 437a, RCS 40-57)
4.	<p>CLAIMS STATUS OF PROCESSING FILE</p> <p>Consists of 5"x8" cards containing information on compensation claims such as date claim was filed and a chronological listing of all reports and correspondence received or prepared by the Branch. Cards are used as a reference to the processing of each claim, the color of the tab on each card indicates the present status of the claim. Filed alphabetically by name. (1959-1960)</p>	.3	Disposal not authorized by this schedule. Retain in current files area indefinitely.
5.	<p>INJURY AND COMPENSATION REPORTS FILE</p> <p>Consists of copies of Form 271, Employees Notice of Injury or Occupational Disease, C.A.4 Claim For Compensation on Account of Injury, and other C.A. Reports. These reports are prepared by or for the employees as a record of injury or illness and contain information on date of injury or illness, cause, nature, place of employment, etc. Filed alphabetically. (1957-1960)</p>	.5	Disposal not authorized. Place in appropriate case file upon initiation of claim; Transfer to inactive file when settlement of the claim; retire to records center 1 year thereafter. (Item 440, RCS 40-57).

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	<p>BUDGET AND ALLOTMENT FILE</p> <p>Consists of the Office copy of budget estimates, advice of allotment authorizations, budget analysis and allotment requests, miscellaneous obligation records, analysis of allotment transactions, and selected papers. Filed chronologically by fiscal year. (1958-1960)</p>	3.0	<p>Temporary. Destroy 4 years after lapse of appropriation. (Cut off upon lapse of appropriation; destroy 4 years thereafter.)</p> <p><i>Recorded 8/10/62</i></p>
10	<p>ADMINISTRATIVE SERVICES FILE</p> <p>Consists of correspondence, memoranda, special reports, etc. accumulated in Administrative support functions for the Office of Personnel. Administrative files consist of: equipment and purchases requests, parking space allocations, telephone services, liaison with CIA Committee on new CIA Building; space allocation, maintenance and construction, etc. (1958-1960)</p>	1.0	<p>Temporary. Destroy when 2 years old. (Cut off file at end of 1 year; destroy 1 year thereafter.)</p>
11	<p>REVOLVING FUNDS FILE</p> <p>Consists of receipts, reports and supporting documents used in the administration of the Revolving Fund maintained for reimbursement for transportation expenses, and miscellaneous small expenditures incurred by OP employees in discharge of official business. Filed chronologically. (1956-1960)</p>	.2	<p>Temporary. Destroy when 4 years old. (Cut off at end of each year; destroy 4 years thereafter.)</p>
12	<p>NATIONAL SECURITY COUNCIL QUARTERLY REPORT FILE</p> <p>Consists of quarterly reports prepared covering NSC obligations for administrative services furnished by OP in connection with providing personnel services for NSC.</p>	.2	<p>Temporary. Destroy when 3 years old. (Cut off file at end of 1 year; destroy 2 years thereafter.)</p>
13	<p>ADMINISTRATIVE REFERENCE FILES</p> <p>Consists of Handbooks, Training Bulletins, language tests, Fiscal Accounting Instructions and miscellaneous processed material used for guidance in administration of fiscal accounting and training activities for OP.</p>	1.0	<p>Temporary. Destroy when superseded or of no further reference value.</p>

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO. (formerly 30-61. Transferred to 40-60 on 17 Aug 61)
40-60-100230003-5

OFFICE, DIVISION, BRANCH

Personnel, Benefits & Services Division, Suggestion Awards Unit

Chief, Sugg. Awards Unit

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>STAFF ADMINISTRATIVE FILE</p> <p>This file documents the activities performed by the Suggestion Awards Unit and consists of policy files, rosters of award winners, reports to DCI and DD/S. Filed in accordance with Agency file manual.</p> <p>(1953 - 1960)</p>	.4	Permanent. Disposal not authorized. Retain in current files area indefinitely.
2.	<p>ADMINISTRATIVE OR HOUSEKEEPING FILES</p> <p>These files are maintained to reflect the administrative activities of the Unit. File consists of requisitions, purchase orders and report files to the Civil Service Commission, Bureau of the Budget, budget estimates and reports. Arranged by subjects according to the Agency Manual.</p> <p>(1953 - 1960)</p>	2.0	Temporary. Destroy when 3 years old. Cut off at end of each year. Transfer to Records Center 2 years thereafter.
3.	<p>EMPLOYEE SUGGESTION CASE FILES</p> <p>This file consists of folders utilized to centrally maintain all pertinent documents of an employee suggestion. Includes originals and copies of correspondence and forms on all cases such as transmittal of suggestions, proposals for evaluating, briefings and committee findings. Filed as follows:</p> <p>a. Pending cases. Filed numerically.</p> <p>b. Approved cases. Filed alphabetically.</p>	2.0 6.0	Permanent. Disposal not authorized. Hold in office area for two years after close of case and retire to Records Center.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECEIVED FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

25

OFFICE, DIVISION, BRANCH

Office of Personnel, Benefits and Services Division/Central Processing Branch

TITLE

Chief, OP/BSO/CPB

9 July 1964

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES		
	a. Consists of Dept. of Defense and Dept. of State travel procedures and policy dealing with obtaining visas, shipment of household effects, cover and tours of duty as well as procedures used in financial processing of personnel. Also included in this file are special reports to Chief, BSD and other material used in the over-all administration of the Central Processing Branch. (1958 -)	3.5	Temporary. Screen periodically. Destroy material no longer needed; retain remainder in immediate work area.
	b. Consists of general correspondence, financial reports, weekly check-out reports, and other papers dealing with routine matters pertaining to equipment and supply, training, and security as well as chrono file on Form 260, Record of Transportation, which is maintained for convenience of reference. (1962 -)	2.5	Temporary. Cut off annually. Destroy when two years old.
2.	TRAVEL CASE FILES		
	a. Consists of travel case files on all staff and non-staff employees being processed PCS or TDY for overseas official travel. File includes travel and finance operation records, travel order, [] shipping data, record of transportation, foreign duty data, clearances, requests for passport and ID card, etc. Filed alphabetically. (Current)	90.3	Temporary. Destroy six months after return to Headquarters.

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. Consists of travel case files on [redacted] personnel. File contains correspondence and documents dealing with travel of individuals assigned to project. Filed alphabetically. (Current)</p> <p>c. Consists of 5x8 card, Form 1220b, Travel Operations Record, maintained for control and follow-up purposes during various stages of overseas processing. Filed alphabetically. (Current)</p>	2.0	Temporary. Transfer file to "a" above upon termination of individual from project. Hold six months and destroy.
3.	<p>TRAVEL DOCUMENTS FILE</p> <p>Consists of special envelopes containing necessary travel documents which will be given to employee upon departure. File includes passports, tickets, ID cards, and [redacted] travel orders. Filed alphabetically. (Current)</p>	.5	Temporary. Place in "a" above upon completion of processing.
4.	<p>CREDENTIAL FILES</p> <p>a. Consists of passports and ID cards turned in by employees upon completion of travel and maintained by branch for possible re-use. Filed alphabetically. (Current)</p> <p>b. Consists of Transmittals of passports and ID cards returned to [redacted] and [redacted] respectively. (1954 -)</p>	1.5	Temporary. Issue to employee upon departure on official travel.
5.	<p>TRAVEL ORDER FILE</p> <p>Consists of extra copies of Form 540, Travel Order, maintained as a record of official travel for both domestic and overseas travel by fiscal year and alphabetically thereunder. (FY 1964 -)</p>	23.1	
		2.0	Temporary. Retain in current files area until no longer needed for reference purposes; then destroy.
		2.4	Temporary. Cut off at end of each fiscal year. Destroy one year thereafter.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	COVER ORDER FILE Consists of Form 938, Request for Publication of Orders, as well as copy of order issued upon our request to Adjutant General. Filed chronologically. (1963 -)	2.0	Temporary. Cut off monthly. Destroy one year thereafter.
7.	TRANSPORTATION REQUEST FILE Consists of SF-1169, United States of America Transportation Request, including request for military personnel, maintained as a record of transportation requests used. Filed chrono. (1961 -)	.8	Temporary. Cut off annually. Destroy three years thereafter.
8.	DOMESTIC RESERVATIONS FILE Consists of 5x8 card, Form 1220h, Record of Air/Rail Reservations (Domestic) which is maintained on all individuals as a record of domestic travel. Filed alphabetically.	.8	Temporary. Hold one year and destroy.
9.	POST REPORTS FILE Consists of reports, correspondence, brochures, and other information on conditions at overseas posts and stations. Used in briefing employees on housing, clothing, health, transportation, and other conditions at station. Filed alphabetically by post.	8.0	Temporary. Destroy when revised or no longer needed.
10.	HANDOUT MATERIAL Consists of booklet entitled "Information for PCS Returnees" given to individuals returning PCS.	3.5	Temporary. Destroy when revised.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	REFERENCE MATERIAL	6.7	Temporary. Destroy when revised, superseded, or no longer needed.
	<p>Consists of alphabetical listing of Agency personnel (ADPD Job 105-000), airline and hotel guides, regulatory issuances, and other published material used as reference in processing Agency employees.</p>	149.6	AP
			CIA Records Administration Officer

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

AP

[Signature]
Date

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS CONTROL SCHEDULE 5005/11/21 : CIA RDP78-00487A000100230003-5

SECRET

SCHEDULE NO.

31-60M

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Logistics, Transportation Division, Passenger Movement Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
37.	<u>Branch Subject Files</u> a. Files consisting of copies of memoranda, letters, reports, etc., used in administration of the Branch. Filed by subject. 1957 - 1960. b. Reference files consisting of regulations, procedures, letters of instruction or authority and other policy documents used as reference in the operational activities of the Branch. Filed by subject. 1949 - 1960.	2.0 2.0	Temporary. Cut off at end of each calendar year; retain two years and destroy. (GRS 9 - Item 2) Temporary. Destroy when superseded or no longer needed.
38.	<u>Cable and Dispatch Files</u> Copies of Incoming and Outgoing Cables and Dispatches received in the Branch not applicable to a particular case file. Filed numerically.	0.5	Temporary. Destroy after three months.
39.	<u>Name Case Files (Agency)</u> Files regarding outgoing and incoming shipments of personal effects of Agency employees, (including vehicles.) a. Copies of memos, travel orders, vouchers, shipping documents, schedules, authorizations, working forms and other data concerning shipment of personal and quasi-personal effects. Filed alphabetically by surname and thereunder by case number. 1956 - 1960.	48.0	Temporary. Place in inactive file when return shipment is complete. Retire to Records Center within one year thereafter. Destroy after ten years. (GRS 9 - Item 3.a.) <i>For FY 60 and subsequent destroy after 1 year See O.L. memo 11/18/60. P.D. 12/22/60</i>

SECRET

Approved For Release 2005/11/21 : CIA RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. 5 x 8 card forms indicating name and traveler, case number assigned, organizational location, and transactions. Filed alphabetically by surname. 1956 - 1960.</p> <p>c. Case number register, which is looseleaf book record of assignment of case numbers to requests for shipment. Serves as cross reference by number to pseudonym files. Entered numerically 1952 - 1960</p>	1.7	Temporary. Destroy when case files are retired following return shipment.
40.	<p><u>Name Case Files (Contractor)</u></p> <p>a. Files maintained by contractor and returned upon completion of contracts, containing documents pertaining to shipment and storage of household goods and private automobiles. Records containing <u>export certificates</u>; <u>transit certificates</u>; <u>demurrage car record books</u>; and shipping documents essential in determining proper freight classification. (particularly American Express Company.</p> <p>b. Files as above, <u>without</u> export certificates and other papers essential in determining proper freight classification.</p>	0.1	Temporary. Destroy after four years.
41.	<p><u>Pseudonym Files</u></p> <p>Records of assigned pseudonyms of personnel of the Agency who ship effects. Used in preparation of dispatches regarding shipments.</p> <p>a. Loose leaf book record by case number and true name. Records of name cancelled after return from tour. 1952 - 1960.</p> <p>b. Loose leaf book record by case number and pseudonym.</p> <p>c. 3 x 5 card record of pseudonyms. Filed alphabetically by pseudonym. 1952 - 1960.</p>	0.1 0.1 1.0	<p>No disposal authorized. (GRS 9 - Item 1) <i>From F 7/60 - destroy after 4 years. See O/L memo 11-10-60. RD 1/22/60</i></p> <p>Temporary. Retire to Records Center when returned from the Contractor. Destroy seven years after date of completion. <i>Same as amended for c. RD.</i></p> <p>Temporary. Destroy upon cancellation of all names in book.</p> <p>Temporary. Destroy upon cancellation of all names in book.</p> <p>Temporary. Destroy upon completion of tour.</p>
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
42.	<u>Document Control Records</u> "Document Control" (Form 238) record of correspondence, dispatches and action cables assigned to the Branch, indication to whom assigned within the Branch. Filed by type and numerically thereunder. 1959 - 1960.	0.1	Temporary. Cut off at end of year; retain six months and destroy
43.	<u>State Bill of Lading File</u> a. Register showing record of State Bills of Lading received and to whom issued. b. Memorandum copy of State Bills of Lading issued by PMB. (See Item 16 of this Schedule - Cargo Branch)	0.2	Temporary. Cut off at end of each Fiscal Year; retain in current file area one year and retire to Records Center. Destroy ten years thereafter. (GRS 9 - Item 3.a.) (These records should be combined with similar records in Cargo Branch for retirement purposes.) <i>Beginning with FY 60 records destroy after 4 years. See O/L memo 11/10/60. RST 12/22/60.</i>
44.	<u>Billings</u> Files containing copies of storage billings and transmittal of payments. Used as reference. Filed by name and chronologically thereunder. 1959 - 1960.	1.3	Temporary. Cut off at end of calendar year. Retain in current file area one year and retire to Records Center. Destroy four years thereafter. (GRS 9 - Item 4.a.)
45.	<u>Travel Orders</u> Copies of travel orders of integrees, military and Agency personnel. If shipment action is initiated the travel order is filed in the case file; if no immediate shipment occurs the orders remain in file. They are used as a basis of denial of Agency interest on integrated employees; as authority for subsequent and incoming shipments. Filed by type and alphabetical thereunder. 1956 - 1960.	1.2	Temporary. Cut off at end of each Fiscal Year; retain three years and destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p><u>Travel Arrangement File</u></p>		
46.	<p>Copies of "Record of Transportation" (Form 260) furnished by Central Processing Branch. Used as a basis for preparing a "Travel Arrangements Report" reflecting volume and distribution of business. Filed by month. (Compiled Reports filed with correspondence.) 1960</p>	0.8	<p>Temporary. Retain a six months level and destroy the balance.</p>
47.	<p><u>Reference Material</u></p> <p>Various Technical Manuals, Regulations of other Government Agencies and complete set of Decisions of the Comptroller General, used in daily operations of the Branch.</p>	15.0	<p>Temporary. Destroy when superseded or no longer needed. Library material to be returned to Library when no longer needed.</p>

SECRET

RA 5

1 September 1965

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Control Schedule 40-65 for OP/POD,
Transactions and Records Branch

RESCINDS : Records Control Schedule 40-60, pages 118-125

1. Attached hereto is Records Control Schedule 40-65 for OP/Personnel Operations Division, Transactions and Records Branch.

2. Items have been updated and modifications made where necessary. Also, disposition instructions for certain items have been changed. In particular, please note that Item 6, Official Applicant Files, has been completely rewritten. As a result of the recent screening of all applicant files by RID, all files presently stored at the Records Center by the Office of Personnel fall under Item 6a. Forms 140 should be corrected to reflect this change.

3. Your approval of this schedule in the near future would be appreciated.



25

RAO/OP

Attachment:

RCS 40-65 for
OP/POD/TRB

Distribution:

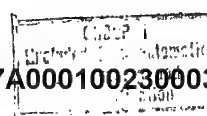
Orig & 1 - Addressee

*superseded by
40-68. for TRB. dated 21 June 1968.*

RD

7-10-68

SECRET



RECORDS CONTROL Schedule 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

40-60

OFFICE, DIVISION, BRANCH

Personnel, Benefits and Services Division
Benefits and Counseling Branch

CORRESPONDENCE

TITLE

C13c3

DATE

8/2/62

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. BRANCH CORRESPONDENCE FILES

Consists of correspondence and other papers accumulated in the operations of the Branch concerned with administration of the Federal Employees Compensation Act, Civil Service Retirement Benefits, Employee Emergencies including MIA, Federal Employees Group Life Insurance, and Employees Relation activities. Filed by subject numeric system. *

(1959-1960)

4.0

Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter, except papers related to establishment of program which will be retained indefinitely.)

2. DEATH BENEFITS AND CLAIMS FILES

Consists of case files containing papers which document the processing of claims for the estate or beneficiary of deceased employees. Types of documents include copies of Certificate of Death, SF 2800, Application For Death Benefits, Form 901, Emergency/Casualty Report and other related correspondence. Record copies of pertinent documents are filed in the Official Personnel Folder. Filed alphabetically by name.

(Current)

1.0

Temporary. Destroy when 5 years old. (Place in file of completed cases upon final settlement of Claim; retire to Records Center upon accumulation of 1 cubic foot.) (Item 436, RCS 40-57)

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>OP/BSDB/BCB</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>RCS-40 to Revised 10 Aug. 1962</p>		
	<p>3. COMPENSATION CLAIMS FILES</p> <p>Consists of case files maintained on employee and dependents who have filed claims for compensation or medical treatment and include a 3"x5" card index; Files contain reports and correspondence which document each claim and are used by the Branch to process claims for employees.</p> <p>a. Case Files. Containing Form CA-1, Employees Notice of Injury or Occupational Disease, C. A. 4, Claim For Compensation or Account of Injury, etc. Basic case files on these claims are also maintained by the Bureau of Employees Compensation. Filed alphabetically by name.</p> <p>(1960-1962)</p>	8.0	<p>Temporary. Dispose of in the following manner:</p> <p>a. Upon final settlement of a completed case place in file (arranged alphabetically); cutoff completed case files at end of each year and transfer to Records Center 1 year thereafter.</p> <p>b. Destroy at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the file if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner.</p> <p>NOTE: Claims and settlement files are to be accorded same retention as Official Personnel files for protection of the employee and the Agency on claims which might arise subsequent to settlement. CIA is obligated to retain documented evidence on background and payment of Agency claims because BEC does not receive full detail on Claims covering Agency employees.</p>
	<p>APPROVED</p> <div style="border: 1px solid black; width: 200px; height: 40px; margin: 10px auto;"></div> <p>Chief, Records Management Staff</p>	<p><u>8/10/62</u></p> <p>Date</p>	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	b. 3"x5" card index containing name of employee, date claim was filed, type of claim, and date closed. Filed alphabetically by name. (1959-1962)	.5	Disposal not authorized by this schedule. Retain in current files area indefinitely.
4.	CLAIMS STATUS OF PROCESSING FILE Consists of 5"x8" cards containing information on compensation claims such as date claim was filed and a chronological listing of all reports and correspondence received or prepared by the Branch. Cards are used as a reference to the processing of each claim, the color of the tab on each card indicates the present status of the claim. Filed alphabetically by name. (1960-1962)	.3	Temporary - Transfer to claims file when case is closed.
5.	INJURY AND COMPENSATION REPORTS FILE Consists of copies of Form CA-1, Employees Notice of Injury or Occupational Disease, C.A.4 Claim For Compensation on Account of Injury, and other C.A. Reports. These reports are prepared by or for the employees as a record of injury or illness and contain information on date of injury or illness, cause, nature, place of employment, etc. Filed alphabetically. (1959-1962)	1.0	Temporary. Dispose of in following manner: a. Place in appropriate case file upon initiation of claim; Transfer to inactive file when settlement of the claim; retire to records center 1 year thereafter. b. Destroy at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the file if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner.

APPROV

8/10/62
Date

Per telecon with [redacted] P/38B
 CA-1s are not filed in accordance with
 Fed. Pers. Manual. Director of OP
 granted an exemption "some years"
 because of "sensitivity" of cases.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. 3x5" card index containing name of employee, date claim was filed, type of claim, and date closed. Filed alphabetically by name. (1959-1962)</p>	.5	Disposal not authorized by this schedule. Retain in current files area indefinitely.
3.5	<p>COMPENSATION CLAIMS HANDLED BY BEC, DEPT. OF LABOR</p> <p>These files consist of BEC claims held at the Dept. of Labor. The cases generally cover claims for compensation or medical treatment of Agency employees which may have a security implication. Cases handled through this channel are assigned to C/BCB on a sensitive basis.</p>	8.0	<p>Temporary. From time to time these files will be sent to the Agency for forwarding to the Records Center by OP/BSB/BCB. Material will be held at Records Center for fifty years and then returned to Records Custodian for destruction or possible resubmission to Records Center.</p> <p><i>in BEC</i></p>
4.	<p>CLAIMS STATUS OF PROCESSING FILE</p> <p>Consists of 5x8" cards containing information on compensation claims such as date claim was filed and a chronological listing of all reports and correspondence received or prepared by the Branch. Cards are used as a reference to the processing of each claim, the color of the tab on each card indicates the present status of the claim. Filed alphabetically by name. (1960-1962)</p>	.3	<p>Temporary. Transfer to claims file when case is closed.</p> <p>APPR [Redacted Box]</p> <p>CIA Records Administration Officer</p> <p><i>May 1963</i> Date</p> <p><i>ST</i> <i>5/1/63</i></p>
5.	<p>INJURY AND COMPENSATION REPORTS FILE</p> <p>Consists of copies of Form CA-1, Employees Notice of Injury or Occupational Disease, CA-4, Claim for Compensation on Account of Injury, and other CA Reports. These reports are prepared by or for the employees as a record of injury or illness and contain information on date of injury or illness, cause, nature, place of employment, etc. Filed alphabetically. (1959-1962)</p>	1.0	<p>Temporary. Dispose of in following manner:</p> <p>a. Place in appropriate case file upon initiation of claim; transfer to inactive file when settlement of the claim. Retire to Records Center 1 year thereafter.</p> <p>b. Destroy at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the file if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
6.	MISSING PERSONS ACT - POLICY AND BACKGROUND FILE Contains Agency policy and interpretations on P 1 490, 77th Congress, Missing Persons Act of 1942 and official papers collected in administration of the law as it relates to Agency personnel. Filed by Subject.	1.0	Temporary. Active policy papers and active case files retained in immediate work area. Upon completion of a case transfer to inactive file, (Cut off inactive file at end of each year and transfer papers to Official Personnel File of the MIA and return to RSD for appropriate retirement of the file.)
7.	SOCIAL SECURITY PROGRAM POLICY AND CASE FILES Consists of policy documents relating to the basic internal and external Agency Agreement leading to the establishment and operation of the Agency Social Security program and subsequent changes and additions to the program; and individual cases involving specific employee claims and problems relating to the Social Security Act. Also includes general correspondence and documents of record relating to the tax and administrative records.	1.0	Temporary. Files to be retained in immediate work area for the present. (This is a new file and future disposition will be determined by operating experience)
8.	DOCUMENTATION AND CORRESPONDENCE LOG Consists of 3"x5" cards used to record the receipt and dispatch of documents and correspondence pertaining to employee retirement, insurance status, unpaid salary compensation, etc. Filed alphabetically by name. (1958-1960)	.4	Temporary. Destroy when 2 years old; (Cut off file at end of year; destroy 1 year thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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9.	PERSONNEL FOLDER LOG Consists of a loose-leaf binder containing a record of the receipt and dispatch of the Official Personnel Folders received by the Branch. Log contains name of employee, name of requester, disposition and date. File is arranged alphabetically. (1958-1960)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
10.	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, handbooks, brochures, copies of BEC decisions on compensation claims, etc., maintained for reference purpose.	3.5	Temporary. Destroy when no longer needed for reference purposes.
11.	LIBRARY MATERIAL Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	7.5	Temporary. Return to Library when no longer needed for reference purposes.

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O/Log- Transportation Div, Passenger Movement or
function transferred to O/Personnel Apr 1966

Above schedule 34-60M superseded by

O/Personnel Schedule 40-68 for
Benefits and Services Div/Central Processing Br.
26 Apr 1968

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OFFICE, DIVISION, BRANCH

Personnel, Benefit and Services Division,
Office of the Chief

25X

28/60

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	DIVISION SUBJECT FILE Consists of correspondence, reports, and other papers pertaining to the operation of a program of life, health, and certain incidental insurance coverages for Agency personnel; the processing of claims resulting from these coverages; the counseling and guidance of personnel concerning Civil Service Retirement benefits; Employee Relation activity; and the general supervision of the CIA Credit Union. Filed alphabetically by subject. (1958-1960)	3.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.) (Item 404 RCS 40-57)
2.	CONVIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.5	Temporary. Destroy when 1 year old. (Cut off at end of every other year and transfer 1 year thereafter.)
3.	BOARD OF DIRECTORS FILES a. Credit Union Consists of the official minutes, reports, and other correspondence related to the meetings of the Board of Directors for the Northwest Federal Credit Union. File contains information on the financial status and policies and procedures for the internal operation of the Credit Union System. Filed alphabetically by subject.	1.0	Permanent. Disposal not authorized. (Cut off at end of every other year and transfer to Records Center thereafter 1 year.) (Item 406, RCS 40-57)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	BOARD OF DIRECTORS FILES <u>CONTINUED</u>		
	b. Government Employees Health Association, consists of the official minutes, agenda, reports and similar material related in the meetings of the Board of Directors for the Government Employees Health Association Inc. This file also contains the Charter and By-Laws. Filed chronologically. (1952-1960)	2.0	Permanent. Disposal not authorized. (Cut off at end of every other year and transfer to Records Center 1 year thereafter.) (Item 406, RCS 40-57)
4.	CABLE FILE Consists of a record of the receipt and dispatch of cables received from field offices and forwarded to the branches for action. Contains information on subject matter, cable number, date received, to who sent, etc. After appropriate action cables are also placed in this file. File arranged organizationally and chronologically thereunder. (1958- 1959)	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
5.	MASTER INSURANCE POLICY FILE Consists of master insurance policies issued companies insuring Agency employees. These policies serve as a source of reference to the insured for policy limitations, coverage, etc. Individual policies were not issued by the United Benefit Life Insurance Company. (Current)	1.0	Permanent. Disposal not authorized. (Retain in current files area indefinitely)
6.	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, GEHA leaflets, etc., maintained for reference purposes.	2.0	Temporary. Destroy when no longer needed for reference purposes.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	9.0	<p>Temporary. Return to Library when no longer needed for reference purposes.</p>
8.	<p>DISPATCH LOG</p> <p>Chronological record of [] and other Office of Personnel dispatches; Log record contains: Number, date, brief description of subject, and disposition. (1959-1960)</p>	.5	<p>Temporary. Cut off files at end of year; destroy at end of 2 years.</p>

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RECEIVED CONTROL ROOM 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

RMS

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Personnel, Benefits and Services Division/Office of the Chief

Chief, BSD/OP

212464

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	DIVISION SUBJECT FILES		
	a. Consists of correspondence and reports as well as policy papers and procedures dealing with life and health insurance programs and certain incidental insurance coverages for Agency personnel, including master insurance policies. Also included are policy and procedure material for the internal operation of the Credit Union, Agency Retirement Board, Agency policy and interpretations on Public Law 490, 77th Congress, Missing Persons Act of 1942 and official papers collected in administration of the law as it relates to Agency personnel as well as other material used in the administration of BSD. Filed alphabetically by subject. (1954 -)	2.0	Temporary. Screen periodically. Hold in current files area indefinitely.
	b. Consists of routine administrative matters such as requests for administrative services, training requests, and chrono files (general as well as dispatch chronos). (1963 -)	1.0	Temporary. Cut off annually. Destroy when two years old.
2.	SPECIAL CASES FILE		
	Consists of correspondence and miscellaneous material involving claims and other matters of a sensitive nature which are handled by Chief, BSD.	1.0	Temporary. Upon completion of case, place in inactive file and continue to hold in immediate work area for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
3.	CREDIT UNION BOARD OF DIRECTORS MINUTES Consists of official minutes of Credit Union Board of Directors meetings which are held monthly. Also included in this file are minutes of annual meeting held each January. (1961 -)	.8	Permanent. Transfer to Records Center upon accumulation of one foot or more of material at least two years old.
4.	MISSING PERSONS FILE Consists of press clippings, allotment files and case files on Agency personnel.	2.0	Temporary. Hold in immediate work area indefinitely.
5.	RETIREMENT BOARD MATERIAL a. Case files contain correspondence dealing with length of service, accrued benefits, rights and eligibility of individual. Filed alpha. (Current) b. 5x8 card file contains all pertinent data concerning employee's retirement. Filed alphabetical. (Current)	.5 .3	Temporary. Destroy upon separation of employee. Temporary. Destroy upon separation of employee.
6.	DEATH AND DISABILITY STANDARDS <input type="text"/> Consists of background material and information on the development and implementation of death and disability standards and casualty planning for Agency personnel engaged in hazardous or sensitive undertakings. Files maintained in three separate areas: Casualty Planning, Casualty Annexes, and Insurance <input type="text"/>	1.0	Temporary. Hold in current files area indefinitely.
7.	RECREATION ASSOCIATION FILE a. Consists of notices, newsletters, brochures and pamphlets as well as correspondence involving various employee recreational activities, membership, meetings, games, scores, etc. Also included is separate file for each club sponsored by Association <input type="text"/>	5.0	Temporary. Screen periodically. Hold in current files area indefinitely.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	b. Consists of financial records dealing with various transactions undertaken by the Recreation Association such as sale of seat belts and ticket sales to sporting events, theater, etc.	2.0	Temporary. Destroy upon completion of audit.
8.	PUBLIC SERVICE AWARDS FILE		
	Consists of correspondence and background material concerning nominations for public service awards. Nominations are submitted by Director of Central Intelligence to non-Government organizations which sponsor programs to award individuals for outstanding public service.	1.0	Temporary. Hold in current files area indefinitely.
9.	FUND RAISING CAMPAIGN MATERIAL		
	a. General correspondence and background information with regard to fund raising campaigns.	1.0	Temporary. Screen periodically. Destroy material no longer needed.
	b. Consists of financial records used to control collection of monies for fund raising campaigns, primarily United Givers Fund, Public Service Aid Society, National Health Agencies and Joint Crusade. Included are pledge cards, receipts, designation slips, ledgers and other material accumulated during drives and maintained until audit.	14.5	Temporary. Destroy upon completion of audit.
10.	REFERENCE MATERIAL		
	Consists of Federal Personnel Manual, Agency regulatory issuances, guides, library books and other material used for reference purposes.	17.5	Temporary. Return library books to OCR when no longer needed. Destroy other material when superseded, obsolete, or no longer needed.
		49.6	

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RECORDS CONTROL SCHEDULE

SCHEDULE NO. 40-60

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Contract Personnel Division, Office of the Chief

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	DIVISION SUBJECT FILE Consists of correspondence, reports (including CPD Progress Reports), and other papers pertaining to the drafting of contracts for personal services of individuals, commercial firms, and educational institutions; computation of equalization allowances; and the administration and processing of staff agents and military agents. Filed alphabetically by subject. (1956-1960)	.6	Temporary. Destroy when three years old. (Cut off at end of each year; screen selectively. Policy and precedent papers are to be transferred to file No. 2 if appropriate.)
2	POLICY AND PRECEDENT FILE Consists of directives, policy decisions, laws, and regulations applicable to contract type of employment; entitlements, allowances, etc.; cover, and examples of cases that establish precedents and record of delegated authorities.	1.5	Temporary. Destroy when five years old. (Cut off file when two years old; screen selectively and place current policy papers in active file; retire to Center one year thereafter.)
3	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.2	Temporary. Destroy when one year old. (Cut off at end of each year; destroy one year thereafter.)

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>CONTRACT CONVENIENCE FILE (reading and reference)</p> <p>Consists of extra copies of contracts executed by CPD filed chronologically by month for convenience of reference.</p>	2.0	<p>Temporary. Destroy when 1 year old. Cut off at end of each year; destroy one year thereafter.</p>
5	<p>DIVISION INTERNAL ADMINISTRATION FILE</p> <p>Consists of CPD Memorandums, printing services request, requests for equipment, space, etc. and papers created in the administration of the Division.</p> <p>Soft files on Division Personnel Consists of copies of personnel documents which reflect the assignment, transfer and promotion of Division employees; T & A Records and other information used in administering the activities of Division personnel. Filed alphabetically by surname.</p>	.5	<p>Temporary. Cut off at end of one year; destroy one year thereafter.</p>
6	<p>PERSONAL SERVICES FOLDER FILE</p> <p>Consists of case files containing papers documenting the assignments of detailed military personnel and the personal services of an employee on a contract basis.</p> <p>a. Detailed Military Personnel Folders. Files contain copies of the Letters of Authorization, Amendments, the Military Detail Information Check List, etc. Filed alphabetically. (Current)</p>	4.0	<p>Temporary. (File folders alphabetically by name in inactive file upon completion of assignment. Cut off inactive file at end of each year; destroy 1 year thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP80-0487A000100230003-5		
6	PERSONAL SERVICES FOLDER FILE (Con't)		
	b. Contract Personnel Folders. Files contain copies of the contract, amendments, and other supporting papers. Filed alphabetically. (Current)	24.0	Temporary. 1. Cut off inactive file at end of year and transfer to Records Center 3 years thereafter. 2. Destroy at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee, whichever is sooner. (Item 378 RCS 40-57)
	c. Career Agent Files. Consists of biographic information, letters of agreements, amendments, etc., documenting career agent services. Filed alphabetically. (Current)	.5	Temporary. Cut off inactive file at end of year and transfer to Records Center 3 years thereafter. Retention at Center will be the same as specified for Item 6b above.
7	CONTRACT CONTROL FILE		
	Consists of copies of Form 334, Contract Control, used to record contract data and to notify area divisions of contract expirations. Form contains information on original contract date, amendments, names and status of individual, compensation, etc. Arranged organizationally and alphabetically by project and name thereunder. (1957-1960)	4.5	Temporary. Destroy when 3 years old. (Place in inactive file upon expiration of contract; cut off inactive file at end of each year and destroy 3 years thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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8	<p>DOCUMENTATION CARD LOG</p> <p>Consists of 5" x 8" cards maintained on contract personnel, staff agents, career agents, and detailed military personnel, and a 3" x 5" cross reference. The 5" x 8" cards are used to record the receipt and dispatch of correspondence and documentation on the above types of personnel.</p> <p>a. 5" x 8" cards containing employee pseudonym, area division to which assigned, and a code number used as a cross reference. These cards are used to record the receipt and dispatch of documentation on contract personnel, staff agents, detailed military personnel, and are filed alphabetically. (1954-1960)</p> <p>b. 3" x 5" cross reference maintained in two sets; one set arranged numerically by code number; and one set arranged alphabetically by name.</p>	<p>4.2</p> <p>.6</p>	<p>Temporary. Place in inactive file upon termination of services. (Cut off inactive file at end of each year; destroy 5 years thereafter.)</p> <p>Temporary. Destroy upon destruction of related 5" x 8" card log.</p>
9	<p>COVER AGREEMENTS FILE</p> <p>Consists of retained copies of various types of agreements between the Agency and individual companies, commercial firms, etc. File also contains information on plans for the internal processing and integration of individuals into the organizations; the organization and function of the companies, firms, etc.; and serves as the documentation for certain projects and participants in the projects. Filed alphabetically by project. (Current)</p>	1.0	Temporary. Destroy when 10 years old. (Place in file of completed projects upon termination of project; cut off completed project file at end of 3 years and transfer to Records Center.) (Item 381 RCS 40-57)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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10	ADMINISTRATIVE PLANS FILE Consists of case files containing copies of internal administrative documents authorizing deviations from normal Agency rules, regulations, and policy pertaining to approved Agency projects. These plans are maintained for reference purposes. Record copies are retained by the Commercial Staff. Filed by project title. (Current)	2.0	Temporary. Destroy 1 year after close of project.
11	COURIER RECEIPT FILE Consists of the Branch copy of Form 240, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically. (1960)	.1	Temporary. Destroy when 3 months old.
12	OFFICIAL [] FOLDER FILES Consists of two files maintained on staff agents. Files contain papers which completely document the service of an employee [] and are maintained separately for security reasons. a. Folder File. Consists of request for appointment of individual as staff agent, Form 1152a, and 1150. Folders contain a code number cross referenced to the Confidential Jacket File and are filed alphabetically by pseudonym. (Current)	4.0	Temporary. Upon termination of employees services [] 1. Sterilize documents in folder. 2. Forward to Records and Services Division for incorporation in the Official Personnel Folder.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP80-0487A000100230003-5			
12	OFFICIAL [] FOLDER FILES (Con't)		
	<p>b. Confidential Jacket File. Consists of documents in true name such as Form 57, Personal History Statement, Form 259, Medical Action Request and Report, Pseudonym Acknowledgement Form, etc. and are filed numerically by code number. (Current)</p>	3.0	Temporary. Upon termination of employee's service [] forward to Records and Services Division for incorporation in the Official Personnel Folder.
13	STAFF [] CARD FILE		
	<p>Consists of OF4b, Employee Record Card, maintained on staff agents and used for recording personnel actions, training, and qualifications; and noting other information needed in the management [] Filed organizationally and by pseudonym thereunder. (Current)</p>	.2	Temporary. Destroy 1 year after termination []
14	[] PROCEDURE FILE		
	<p>Consists of a loose-leaf binder containing memoranda, excerpts from regulations and notices, Office of Personnel Memoranda, etc.</p> <div style="border: 1px solid black; height: 50px; width: 350px; margin-top: 10px;"></div>	.2	Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
15	<div>[REDACTED] SUPPLEMENTS (SAMPLES)</div> <p>Consists of copies (in addition to those in the individual [REDACTED] of various types of supplements to personnel actions. Maintained for reference and guides in the preparation of similar supplements. Filed by types. Filed alphabetically by pseudonym. (1958-1960)</p>	.1	Temporary. Destroy when 1 year old.
16	<p>PAYROLL CHANGE FILE</p> <p>Consists of copies (in addition to those maintained in the appropriate [REDACTED] Folder) of SF 1126, Payroll Change Slip. File is maintained for reference to payroll changes effected by periodic step increases. Arranged organizationally and chronologically thereunder. (1960)</p>	.1	Temporary. Destroy when 6 months old.
17	<p>REQUEST FOR PERSONNEL ACTION FILE</p> <p>Consists of copies (in addition to those in the appropriate [REDACTED] of Request for Personnel Action, 1150a, maintained for convenience of reference. Filed chronologically. (1958-1960)</p>	2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
18	<p>ALLOWANCES WORKING FILE - [REDACTED] Allowance)</p> <p>Consists of correspondence, reports and other papers pertaining to the computation of equalization allowances, processing of allowance claims, educational claims, etc. Filed alphabetically by subject. (1959-1960)</p>	2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
19	<p>POST ALLOWANCE CLASSIFICATION FILE</p> <p>Consists of 5" x 8" cards containing information on allowances authorized for use at posts where formalized allowances have not been established. Cards contain country name, location of post, the classification for each type of allowance, and are used as guides when processing claims for these allowances. Filed alphabetically by post name.</p> <p>(Current)</p>	.1	Temporary. Destroy when superseded or obsolete.
20	<p>EQUALIZATION ALLOWANCE FILE</p> <p>Consists of 5" x 8" cards maintained on employees who have been given equalization allowances in lieu of regular post allowances. Cards contain post, type of allowance granted, family status, etc., and serves as a reference to those employees granted equalization allowances. Arranged alphabetically by country and post and by employee name thereunder.</p> <p>(1957-1960)</p>	.4	Temporary. Destroy 1 year after termination of equalization allowances.
21	<p>SEPARATION AND SPECIAL ALLOWANCE FILE</p> <p>Consists of cases maintained on employees who have been given separation or special allowances. Cases contain requests for and Authorization for Separation Allowance, and other related correspondence. Filed alphabetically by name.</p> <p>(1958-1960)</p>	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
22	[REDACTED]	.2	Temporary. Destroy 1 year after expiration of agreement.
23	SEPARATION REPORT FILE Consists of Form 971, Report of Separation prepared on true separation of [REDACTED] Filed alphabetically by name.	.1	Temporary. Destroy when 1 year old.
24	[REDACTED]	<i>Item transferred to</i> <i>Clandestine Services, Pers. Dir</i> <i>1-16-63 R.D.</i>	
	a. Policy, background and procedures files and papers maintained by the Secretary of the Panel. Filed chronologically by meeting.	.2	Temporary. Destroy at end of 10 years. Cut off at end of each year, place in inactive file; retire to Records Center 2 years thereafter.
	b. SS - Personnel Soft Files maintained on employees in [REDACTED] contains board actions, recommendations, etc. concerning the employee. Maintained in pseudonym; filed alphabetically by grade. (Current)	2.0	Temporary. Upon change [REDACTED] Status or separation from the Agency, sterilize file and return to appropriate Career Board for disposition.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP10-07487A000100230003-5		
25	STATISTICAL REPORTS FILES Consists of manually maintained records of <div style="border: 1px solid black; height: 1.2em; width: 300px; margin: 5px 0;"></div> Notification of Personnel Action, Form 1152a, and maintained as a basis for preparation of monthly statistical reports and special reports as required.	.5	Temporary. Destroy at end of five years.
26	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, salary tables, travel regulations, public laws, Department of State publications, etc., maintained for reference purposes.	15.0	Temporary. Destroy when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP10-07487A000100230003-5

27 July 1967

MEMORANDUM FOR: Chief, Records Administration Branch/SSS-DD/S
THROUGH : Chief, Benefits & Services Division/OP
SUBJECT : Corrected Pages 1 and 3, Records Control
Schedule 40-64 for OP/BSD/BCB
RESCINDS : Pages 1 and 3, Records Control Schedule 40-64
for OP/BSD/BCB

1. Attached herewith are revised pages 1 and 3 to Records Control Schedule 40-64 for OP/BSD/Benefits & Counseling Branch.

2. These pages were retyped in order to correct the disposition instructions for items 2a and 4b only. With regard to item 2a, the determination that death case files become permanent was made by your office. Item 4b will now allow work sheets on GS-12 and above to be retired to the Records Center after two years instead of the present five.

3. It is requested that these pages be substituted for those presently a part of the schedule in order that material presently being held in the immediate work area may be forwarded to the Records Center.

RAO/OP

Attachment:

Revised pages 1 and 3
to RCS 40-64 for OP/BSD/BCB

APPROVED

CIA Records Administration Officer

Date

SECRET

10 August 1964

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Personnel Operations Division/OP

SUBJECT : Records Control Schedule 40-64 for OP/POD,
Clerical Assignment Branch

RESCINDS : Records Control Schedule 40-60, pages 103-108

1. Attached hereto is Records Control Schedule 40-64 for OP/POD, Clerical Assignment Branch. Items have been updated and modifications made where necessary.

2. It is requested that this schedule be substituted for the one presently in effect as soon as possible.

RAO/OP

Attachment:
RCS 40-64, OP/POD,
Clerical Assignment Branch

Distribution:
Orig & 1 - Addressee

SECRET

SECRET

29 August 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

SUBJECT : Amendment to Records Control Schedule 40-60,
Benefits & Services Division, Suggestion
Awards Unit

RESCINDS : RCS 40-60, page 41 dtd 27 Feb 1961

1. Attached hereto is an amendment to Records Control Schedule 40-60 for Benefits & Services Division, Suggestion Awards Unit. The schedule for this office was transferred to the Office of Personnel per memorandum dated 17 August 1961.

2. In the near future the entire schedule for this office will be reviewed for accuracy. However, in the meantime it has been requested that an amendment be made to change the disposition instructions for Item 3b in order that approved employee suggestion case files can be retired to the Records Center.

3. Since such cases are presently being prepared for retirement, it is requested that this amendment be approved at the earliest possible date.

[Redacted]
RAO/OPAttachment:
Amendment to RCS 40-60

X1 APPROVED: [Redacted]

for [Redacted]
CIA Records Administration Officer

Date: 30 August 1963.

X1 In discussing this with [Redacted] I mentioned that the present retention period for approved cases should be changed to temporary and a realistic retention period established. She was in agreement with this, but said she will review the entire Suggestion Awards Unit Schedule, after she completes a review of Military Personnel Division and Salary and Wage Division [Redacted]

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS CONTROL SCHEDULE

SCHEDULE NO. 40-60

40-60

CONCURRENCE

OFFICE, DIVISION, BRANCH
Personnel, Records and Services Division,
Central Processing Branch

Chief, Central Processing Br.

1 JUL 1960

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILE Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed by subject. (1959-1960)	2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
2.	TRAVEL CASE FILES Consists of case files pertaining to the travel of employees. These files are accumulated by the Branch in the process of assisting personnel performing official travel. Files include travel orders, shipping data, record of transportation furnished, foreign duty data, clearances, etc. Filed alphabetically by surname. (Current)		
	a. Active cases. Contain PCS and TDY cases being actively processed.	3.0	Temporary. Destroy when four years old. Upon completion of each case forward PCS cases to Transactions and Records Branch for filing. Place TDY cases in TDY file.
	b. Pending cases. Contains PCS and TDY cases on which the Branch has been alerted but on which actual processing has not begun and TDY cases which have been processed for travel and are being held pending return of the employee.	2.5	Temporary. Place in file with active cases when processing begins.

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
3.	PROCESSING CONTROL CARD FILES Consists of files maintained for control and follow-up purposes during the various stages of processing (Form 1220a, Documentation and Service Certification and 1220j Travel Processing Follow-up Records, etc.) (Current)	.5	Temporary. Destroy or place in employees Travel Case File upon completion of the travel as appropriate.
4.	POST REPORTS FILES Consists of reports, correspondence, brochures, etc., containing information on conditions at overseas posts or stations. Used in briefing employees, who are going overseas, on housing, clothing, health, transportation, and other conditions at the station. Consists of [redacted] post reports, FOA reports, intelligence reports, travel folders, etc. Filed alphabetically by posts.	9.0	Temporary. Destroy when superseded or obsolete.
5.	TRAVEL ORDER FILE Consists of a copy of Form 540, Travel Order, maintained as a record of official travel. Filed by fiscal year and numerically thereunder. (1958-1960)	8.0	Temporary. Destroy when 2 years old. (Cut off at end of each fiscal year; destroy 1 year thereafter.)
6.	TRAVEL DOCUMENTS FILE Consists of special filing envelopes containing necessary travel documents which will be given to the employee upon departure. File includes passports, tickets, ID cards, and [redacted] travel orders. Filed alphabetically by surname. (Current)	2.5	Temporary. Issue to employee upon departure on official travel.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
7.	SPACE RESERVATION FILE Consists of Form 1220b, Memorandum Securing Space for Sale to Passengers (4 x 6" railroad form), prepared as a record of reservations made for each individual. Filed alphabetically by surname. (1960)	.1	Temporary. Destroy when 3 months old.
8.	TRANSPORTATION REQUEST FILE Consists of SF-1169, United States of America Transportation Request, including request for Military personnel, maintained as a record of transportation requests used. Filed chronologically. (1955-1960)	.8	Temporary. Destroy when 4 years old. (Cut off at end of each year; destroy 3 years thereafter.)
9.	TRANSPORTATION FURNISHED FILE Consists of extra copies of Form 260, Record of Transportation Furnished containing information of type of transportation furnished, departure date, cost, ticket number, etc. This file is maintained only for convenience of reference. Filed chronologically. (1958-1960)	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
10.	CHECK OUT REGISTER Consists of a book containing information on all employees who have departed for overseas assignments. Includes information on type of duty, grade, destination, and sponsoring Division or Office. Filed chronologically. (1960)	.1	Temporary. Destroy when 3 months old.
11.	CREDENTIAL FILES Consists of passports and ID cards turned in by employees upon completion of travel and maintained by the Branch for possible re-use.		
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>a. Passport File. Filed alphabetically by name.</p> <p>b. ID Card File. Filed alphabetically by surname.</p> <p>12. CREDENTIAL REQUEST FILES</p> <p>Consists of requests for passports, ID Cards, and Agency badges.</p> <p>a. Passport Request File. Filed by source of request and chronologically thereunder. (1959-1960)</p> <p>b. ID Card Request File. Filed chronologically. (1960)</p> <p>c. Agency Badge Request File. File alphabetically by name. (1958-1960)</p> <p>13. CREDENTIAL DISPOSAL FILES</p> <p>Consists of lists of Agency badges, passports, and ID cards returned to the originators for disposition.</p> <p>a. Agency Badge Disposal File. Contains lists of badges returned to the Security Office for disposition. Filed chronologically. (1958-1960)</p> <p>b. Passport Disposal File. Contains lists of passports returned to the Department of State for disposition. Filed chronologically. (1958-1960)</p>	<p>8.0</p> <p>1.0</p> <p>.1</p> <p>.1</p> <p>.4</p> <p>.1</p> <p>.6</p>	<p>Temporary. Screen annually and return expired passports, and those of separated employees to Department of State.</p> <p>Temporary. Return to Department of Defense upon separation of employee.</p> <p>Temporary. Destroy when 1 year old.</p> <p>Temporary. Destroy when 1 year old.</p> <p>Temporary. Destroy when 1 year old.</p> <p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy</p> <p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>

25X1

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>c. ID Card Disposal File. Contains lists of ID cards returned to the [REDACTED] for disposition. Filed chronologically. (1958-1960)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
14.	<p>DOMESTIC TRAVEL ACCOUNT FILE</p> <p>Consists of retained copies of Form 282, Accounting By Individual For Advance, Form 260, Record of Transportation, Form 606, Confidential Funds Posting Voucher, and related correspondence reflecting accountability for expenditures. This file contains information on funds advanced to personnel performing official domestic travel. Arranged chronologically. (1956-1960)</p>	.5	Temporary. Destroy 4 years after audit and clearance.
15.	<p>PROCESSING FILES ON NON-STAFF PERSONNEL</p> <p>a. Consists of background information pertaining to documentation and travel accumulated in the processing of assisting personnel performing official travel. Filed alphabetically. (Current)</p> <p>b. Contains Historical reference material consisting of policy decisions, interpretation of laws, tours of duty, cover development, etc. pertaining to activity of the Branch.</p>	2.0 2.0	<p>Temporary. Destroy when resignation or change in status of the employee.</p> <p>Permanent. Disposal not authorized; retain in immediate work area as long as reference value. When no longer required by CPB/RSD, the material will be screened selectively and retired to Center for inclusion in the Historical Holding Area.</p>
16.	<p>FINANCE OFFICER'S WORKING FILE</p> <p>Consists of policy, briefing information and schedules of personnel being assigned overseas; also forms and procedures used in fiscal processing of personnel.</p>	.5	Temporary. Destroy when obsolete or superseded.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
17.	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, airline guides, hotel guides, and travel processing instructions.</p>	15.1	Temporary. Destroy when no longer needed for reference purposes.
18.	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	5.5	Temporary. Return to Library when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

3 September 1964

MEMORANDUM FOR: CIA Records Administration Officer

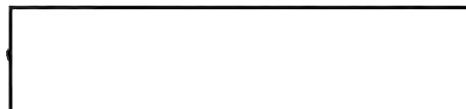
THROUGH : Chief, Benefits & Services Division/OP

SUBJECT : Revised Schedule 40-64 for OP/BSD, Insurance Branch

RESCINDS : Records Control Schedule 40-60, pages 34-40

1. Attached hereto is Records Control Schedule 40-64 for OP/BSD, Insurance Branch. Items have been updated and modifications made where necessary. In most instances, however, disposition instructions remain unchanged.

2. It is requested that this schedule be substituted for the one presently in effect.



RAO/OP

Attachment:
RCS 40-64 for
OP/BSD/IB

Distribution:
Orig & 1 - Addressee

APPRO



CIA Records Administration Officer

cc: Record Center
15 Oct 64

R.D.

15 Oct 1964
Date

SECRET

RECORDS CONTROL FOR RELEASE 2005/11/21 SECRET CIA-RDP78-00487A000100230003-5

OFFICE, DIVISION, BRANCH

Office of Personnel, Benefits & Services Division/Insurance Branch

SCHEDULE NO. 00487A000100230003-5

CONCURRENCE

TITLE Chief, OP/BSO/IB

DATE 1 SEP 1964

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES a. Consists of master contracts and related material, correspondence, and reports accumulated in the administration of a wide range of Agency-sponsored insurance programs. (1948 -) b. Consists of budgetary estimates, dispatch chrono files, requests for administrative services and other matters of a routine nature. (1961 -)	5.3 3.0	Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area. Temporary. Cut off annually. Hold two years and destroy.
2.	GEHA FILE Consists of official minutes, agenda, reports and similar material related to meetings of the Board of Directors for the Government Employees Health Association, Inc. This file also contains the Charter and By-Laws. Filed chronologically. (1952 -)	1.5	Permanent. Screen periodically and destroy valueless papers. Retain remainder in immediate work area.
3.	DEATH BENEFITS AND CLAIMS FILE Consists of acknowledgements of payment as result of claims for deceased employees. Filed chronologically.	.1	Temporary. Disposal not authorized. Hold in immediate work area.
4.	INSURANCE PROGRAM - MASTER FILE Consists of original applications, enrollment cards, and copies of certificates of insurance prepared for employees who are members of any of the insurance programs in which the	251.5	Temporary. Retain in immediate work area as long as any phase of insurance is in effect. Upon termination of employee or cancellation of all types of insurance, place in inactive

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p>INSURANCE PROGRAM - MASTER FILE</p> <p>a. Consists of original application, enrollment cards, and copies of certificates of insurance prepared for employees who are members of any of the insurance programs in which the Agency participates. Copies of SF 2809, Health Benefits Registration Form are in the official personnel folders. Filed alphabetically by name of policyholder.</p> <p>b. Also included in master file is correspondence incident to insurance claims, records of settlement, and other material documenting the activity of the policyholder. Filed alpha.</p> <p><i>See Disposal Authority House Report 730 90th Cong 1st Session 4 Oct 1967.</i></p> <p><i>In Open background files.</i></p> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 10px auto;"></div> <p style="text-align: center;"><i>26 Oct 67</i></p>	337.0	<p>Temporary. Destroy five years after separation of employee from Agency. (Place in inactive file after separation of employee from Agency. Hold in immediate work area until completion of audit of current calendar year. Then transfer to Records Center, hold four years and destroy.)</p> <p>Temporary. Destroy five years after settlement of claim. (After settlement of claim, hold in immediate work area until the end of the following calendar year. Then transfer to Records Center, hold four years and destroy.)</p> <div style="border: 1px solid black; width: 180px; height: 60px; margin: 20px auto;"></div> <p style="text-align: right;">25X</p> <p style="text-align: right;"><i>26 Oct 1967</i> Date</p> <p style="text-align: right;">APPROVED</p> <p style="text-align: right;">CIA Records Administration Center</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Agency participates. Files contain correspondence incident to insurance claims, records of settlement, etc. which document the activity of the policyholder. Filed alphabetically by name of policyholder.</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p>		<p>Files cut off inactive file at end of each year. Upon completion of audit, transfer to Records Center. Destroy 5 years after termination of employee or cancellation of all types of insurance.</p>
5.	<p>AIR FLIGHT FILE</p> <p>Consists of the Aviation Ticket Accident policies issued by the Mutual Benefit Health and Accident Association for employee coverage during air flight. Filed numerically by policy number. (1963 -)</p>	1.5	<p>Temporary. Cut off at end of each year. Upon completion of audit, transfer to Records Center. Destroy when five years old.</p>
6.	<p>INSURANCE POLICY NUMBER REGISTERS</p> <p>Consists of individual registers used to assign policy numbers to participating members of the various insurance programs. Registers contain name of employee, number assigned, effective date, and amount of premium. Registers are used in dealing with underwriters.</p>	2.2	<p>Permanent. Retain in immediate work area.</p>
7.	<p>PREMIUM COLLECTION AND DISBURSEMENT FILES</p> <p>Consists of vouchers and other supporting papers prepared to reflect a complete accounting of all funds collected and disbursed by Branch. Types of vouchers include those prepared for daily cash collections from the cashier, machine listings reflecting total payroll deductions, payments to the underwriters and other miscellaneous expenditures. Filed chronologically. (1963 -)</p>	6.0	<p>Temporary. Cut off at end of each year. Transfer to Records Center upon completion of audit. Hold four years and destroy except machine listings, which will be destroyed when one year old.</p>
8.	<p>PREMIUM POSTING CARD FILE</p> <p>Consists of premium posting cards used to record all insurance premium payments received for Travel Matic, Flite Plan, Emergency Travel, and Income Replacement. Cards contain name, account no., type of plan, effective date of coverage, policy no., etc. Arranged by acct. no.</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p>	.3	<p>Temporary. Upon cancellation of account, transfer to Item 4 above (Insurance Program - Master File).</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	UNCOLLECTED FUNDS FILE Consists of 3x5 cards prepared on employees whose checks were not acceptable by bank. Cards contain name of employee, date of check, amount, reason for non-payment, etc. Filed alphabetically by name. (Current)	.1	Temporary. Destroy card upon disposition of case.
10.	NAME CARD FILE Consists of wheeldex cards which contain the name and account number for each person participating in one or more insurance programs. Filed alphabetically.	1.3	Temporary. Destroy when no longer needed for reference purposes.
11.	CLAIMS REIMBURSEMENT FILE Consists of copies of letters returned from Mutual Benefit Health and Accident Association reflecting the reimbursement made by them on claims paid by the branch. These letters contain policy number, voucher number, and amount of reimbursement.	1.5	Temporary. Cut off end of each year. Destroy one year after audit.
12.	BANK STATEMENT FILE Consists of bank statements and cancelled checks returned from the bank reflecting deposits and expenditure of funds. Cancelled checks represent receipt for payment of claims, premium payments to Underwriters, etc. Filed chrono. (1963 -)	6.5	Temporary. Cut off file at end of each year. Upon completion of audit and clearance, transfer to Records Center. Hold for four years and destroy.
13.	JOURNALS AND LEDGER FILES Consists of journals, general ledger, and balance sheets maintained as accounting records for the receipt and disbursement of funds for the Insurance Program. General ledger contains debit and credit entries taken from Journal. Journals consist of daily entries of money disbursed on	2.1	Temporary. Cut off annually. Transfer to Records Center two years after audit and hold for eight years and destroy except for balance sheets which will be destroyed after annual audit.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

Approved For Release 2005/11/01 : CIA-RDP78-00487A000100230003-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	claims, all collections and expenditures such as daily cash collections, payments to underwriter, reimbursement from underwriter, refunds, adjustments, payroll deductions, etc. (1961 -)		00487A000100230003-5
14.	INSURANCE PREMIUM DEDUCTION NOTICE FILE Consists of retained copies of form letters authorizing payroll deductions for insurance premium payments. Original copies of these letters are forwarded to Office of Finance to have premiums deducted from salary of employee. The name and amount of deduction is included in a machine listing. Filed chronologically.	.1	Temporary. Destroy form letter upon verification that payroll deduction has been made.
15.	ISSUANCE RECORD - HOSPITALIZATION CARD Consists of record of issuance of hospitalization identification cards. Filed alphabetically by division. (1962 -)	1.5	Temporary. Destroy when two years old.
16.	IBM PAYMENT CARDS These cards are used for individuals presently on overseas assignment who do not have payroll deductions and forward payments by dispatch.	.3	Temporary. Forward to employee upon return to Headquarters.
17.	LOG BOOKS Maintained on receipt and dispatch of dispatches as well as checks and cash received by mail.	.5	Temporary. Destroy when one year old after audit and clearance.
18.	TRIAL BALANCE BOOKS Trial balance books are prepared and furnished on a monthly basis by ADPD. Each book contains a listing by account number of all active policyholders (UBLIC, WAEPA, Contract Life, PAMA and	5.4	Temporary. Cut off end of each year. When no longer needed for current reference, transfer to Records Center. Destroy when five years old.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
19.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>Denta) and reflect the premium payments for the month as well as their current premium payment status. Books also reflect cancelled policies with refunds due. Totals are balanced against the accounts in the General Ledger. (1963 -)</p> <p>REFERENCE MATERIAL</p> <p>Consists of Agency regulatory issuances, Cyclopedia of Insurance, Medical Dictionary, listings of approved hospitals, machine listings and other material used for reference purposes.</p>	15.5	Temporary. Destroy when revised, obsolete, or no longer needed.
		306.2	

SECRET

13 JUL 1964

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Benefits & Services Division/OP *7/14/64*

SUBJECT : Revised Schedule 40-64 for OP/BSD, Central Processing Branch

RESCINDS : Records Control Schedule 40-60, pages 45-50

1. Attached hereto is Records Control Schedule 40-64 for OP/BSD, Central Processing Branch. Items have been updated and modifications made where necessary. The considerable increase in the volume of Item 2, travel case files, is due to the fact that prior to the move to Headquarters Building these files were maintained with the Official Personnel Folder.

2. It is requested that this schedule be substituted for the one presently in effect.

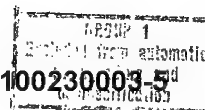
RAO/OP

Attachment:
RCS 40-64 for
OP/BSD/CPB

Distribution:
Orig & 1 - Addressee

cc: Rec Ch.

*Supervised by
Officer 40-68
Benefits & Services
Central Processing Br.
4-26-68
RD*



RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

40-60

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Benefits and Service Division,
Insurance Branch

SIGNATURE

TITLE

W. J. ... 6/28/60

25

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILE Consists of correspondence, reports, (activity and progress) and related papers pertaining to the Agency Insurance Program and the general administration of the activities of the Branch. Filed alphabetically by subject. (1958-1960)	2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except papers relating to establishing of programs with underwriters which will be retained indefinitely.)
2.	INSURANCE CORRESPONDENCE FILES Consists of correspondence, reports, dispatches, and related papers pertaining to the administration of the insurance program. These files are a part of the Subject File maintained separately for convenience of reference. Filed alphabetically of subject. (1958-1960)	2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
3.	DEATH BENEFITS AND CLAIMS FILES Consists of copies of reports, certificates, and related correspondence accumulated by the Branch during the processing of claims for deceased employees. Types of material includes copies of the Death Claims Certificates, Proof of Death Certificate, Beneficiaries acknowledgement of payment, etc. Filed chronologically. (1958-1960)	.1	Temporary. Upon final processing of the claims forward all material on each case to the Benefits and Counseling Branch to be incorporated in the appropriate case file.

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
4.	INSURANCE PROGRAM - MASTER FILE Consists of the original applications, enrollment cards, and copies of certificates of insurance prepared for employees who are members of any of the insurance programs in which the Agency participates. The files contain correspondence incident to insurance claims, records of settlements etc. which document the activity of the policy holder. Filed alphabetically by name of policy holder. (Current)	136.0	Temporary. Destroy 5 years after cancellation of Agency sponsored insurance or termination of employee. Maintain in immediate work area as long as any phase of the insurance program is in effect; upon termination of an employee or cancellation of all types of insurance place in inactive file, (Cut-off inactive file at end of each year; transfer to Records Center upon completion of audit.) (Item 415 and 418a RCS 40-57)
5.	AIR FLIGHT FILE Consists of the Aviation Ticket Accident policies issued by the Mutual Benefit Health and Accident Association for employee coverage during airflight. Filed numerically by policy number. (1955-1960)	1.6	Temporary. Destroy when 5 years old. Cut off at end of each year; transfer to Records Center upon completion of audit. (Item 415f RCS 40-57)
6.	INSURANCE POLICY NUMBER REGISTERS Consists of individual registers used to assign policy numbers to participating members of the various insurance programs. Registers contain name of employee, member assigned, effective date, amount of premium and are used in dealing with underwriters. (1953-1960)	1.0	Permanent. Disposal not authorized by this schedule. Retain in current files area indefinitely. (Item 416, RCS 40-57)
7.	PREMIUM COLLECTION AND DISBURSEMENT FILES Consists of vouchers and other supporting papers prepared to reflect a complete accounting of all funds collected and disbursed by the Branch. Types of vouchers include those prepared for daily cash collections from the cashier, machine listings reflecting payroll deductions, payments to the underwriters and other miscellaneous expenditures.		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	Agency participates. Files contain correspondence incident to insurance claims, records of settlement, etc. which document the activity of the policyholder. Filed alphabetically by name of policyholder.		file. Upon completion of audit, transfer to Records Center and hold for five years; then destroy.
5.	AIR FLIGHT FILE		
	Consists of the Aviation Ticket Accident policies issued by the Mutual Benefit Health and Accident Association for employee coverage during air flight. Filed numerically by policy number. (1963 -)	1.5	Temporary. Upon completion of audit, transfer to Records Center and hold for five years; then destroy.
6.	INSURANCE POLICY NUMBER REGISTERS		
	Consists of individual registers used to assign policy numbers to participating members of the various insurance programs. Registers contain name of employee, number assigned, effective date, and amount of premium. Registers are used in dealing with underwriters.	2.2	Permanent. Retain in immediate work area.
7.	PREMIUM COLLECTION AND DISBURSEMENT FILES		
	Consists of vouchers and other supporting papers prepared to reflect a complete accounting of all funds collected and disbursed by Branch. Types of vouchers include those prepared for daily cash collections from the cashier, machine listings reflecting total payroll deductions, payments to the underwriters and other miscellaneous expenditures. Filed chronologically. (1963 -)	6.0	Temporary. Cut off at end of each year. Transfer to Records Center upon completion of audit. Hold four years and destroy (except machine listings which will be destroyed when one year old.)
8.	PREMIUM POSTING CARD FILE		
	Consists of premium posting cards used to record all insurance premium payments received for Travel Matic, Flite Plan, Emergency Travel, and Income Replacement. Cards contain name, account no., type of plan, effective date of coverage, policy no., etc.	.3	Temporary. Upon cancellation of account, transfer card to Item 4 above (Insurance Program - Master File).
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>a. Daily Cash Record Files. Consists of bank deposit slips, accounting machine tapes. This file serves as a record of all money collected by the Cashiers Office and is used to balance the account on a daily basis. Filed chronologically. 1960</p>	2.0	<p>Temporary. Destroy 4 years after audit and clearance. (Cut off at end of each year; transfer to Record Center upon completion of audit.) (Item 417, RCS 40-57)</p>
	<p>b. Machine Listings. Consists of machine listings containing the names of those employees making insurance premium payments by payroll deductions. Listings are used to post premiums to the NCR cards. Filed chronologically. (1959-1960)</p>	1.3	<p>Temporary. Destroy when 1 year old.</p>
	<p>c. Payments to the Underwriter & Miscellaneous expenditures. Consists of copies of listings, Group Billing Controls and covering memorandums which accompanied checks sent to the Underwriters as payments for the various types of insurance and vouchers reflecting miscellaneous expenditures such as purchase of stamps, etc. Listings and Billings contain policy or contract number, amount being paid for each new and cancelled policy for the month, etc. Filed chronologically. (1960)</p>	8.0	<p>Temporary. Destroy 4 years after audit and clearance. (Cut off file at end of each year; transfer to Records Center upon completion of audit.) (Item 421 RCS 40-57)</p>
	<p>8. PREMIUM POSTING CARD FILES</p> <p>NCR Posting Cards. Consists of premium posting cards used to record all insurance premium payments received. These cards replace all previous posting cards and contain information such as name, address, type of plan, beneficiary, etc. Posting to these cards is done by use of the National Cash Register Accounting Machine for vouchered accounts and by hand for unvouchered accounts. Arranged by account number. (Current)</p>	7.2	<p>Temporary. Destroy at end of 5 years. (Place in inactive file upon cancellation of account and retire to Records Center upon completion of audit.) (Item 418b, RCS 40-57)</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
9.	UNCOLLECTED FUNDS FILE	SECRET	
	Consists of 3"x5" cards prepared on employees whose checks were not acceptable by the bank. Cards contain name of employee, date of check, amount, reason for non-payment and disposition of case. Filed alphabetically by name. (1960)	.1	Temporary. Destroy each card upon final disposition of case.
10.	NAME CARD FILE		
	Consists of 3"x5" cards which contain the name and account number for each person participating in 1 or more of the insurance programs. Cards are used as a cross reference to the Premium Posting Cards. Filed alphabetically by name. (Current)	2.4	Temporary. Destroy upon cancellation or termination of account and retirement of related posting card.
11.	CLAIMS REIMBURSEMENT FILE		
	Consists of copies of letters returned from Mutual Benefit Health and Accident Association reflecting the reimbursement made by them on claims paid by the Branch. These letters contain the policy number, voucher #, amount of reimbursement, patients name and the date of illness. Filed chronologically. (1960)	1.0	Temporary. Destroy 1 year after completion of audit.
12.	BANK STATEMENT FILE		
	Consists of bank statements and cancelled checks returned from the bank reflecting deposits and expenditure of funds. The bank statements show deposits, checks drawn on the account and the current balance. Cancelled checks represent receipts for payment of claims, premium payments to the Underwriters, etc. Filed chronologically. (1960)	2.0	Temporary. Destroy 4 years after audit and clearance. (Cut off file at end of each year; transfer to Records Center upon completion of audit.)
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
13.	JOURNALS AND LEDGER FILES	SECRET	
	Consists of two journals, general ledgers and balance sheets maintained as accounting records for the receipt and disbursement of funds for the Insurance Program.		
	a. General Ledgers. Consists of debit and credit entries taken from the total in Journal on a monthly basis. (1958-1960)	1.2	Temporary. Destroy when 10 years old. (Begin new ledgers each year; transfer to Records Center 2 years after audit.)
	b. Balance Sheets. Prepared to balance cash receipts and expenditures on a monthly basis as a worksheet for the annual balancing of the general ledger. (1960)	.1	Temporary. Destroy each year's accumulation 3 months after balancing the general ledger.
	c. Miscellaneous Journal. Consists of daily entries of all collections and expenditures such as daily cash collections, payments to the underwriter, reimbursement from the underwriter, refunds, adjustments, payroll deductions, etc. (1960)	2.0	Temporary. Destroy when 10 years old. (Begin new ledgers each year; transfer to Records Center 2 years after audit.) (Item 428c, RCS 40-57).
	d. Claims Journal. Consists of daily entries of all money disbursed by the Insurance Branch on claims for Hospitalization, Specified Disease, Income Replacement, and Travel Plans. (1958-1960)	2.0	Temporary. Destroy when 10 years old. (Begin new ledgers each year; transfer to Records Center 2 years after audit.) (Item 428d, RCS 40-57).
14.	INSURANCE PREMIUM DEDUCTION NOTICE FILE		
	Consists of retained copies of form letters authorizing payroll deductions for insurance premium payments. Original copies of these letters are forwarded to the Office of the Comptroller to have the names included in a machine listing. Filed chronologically. (1959)	.1	Temporary. Destroy upon verification of revised listing.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
SECRET			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
15.	DELINQUENT PREMIUM NOTICE FILE Consists of copies of transmittal letters sent to Adm. Officers of Agency components, with notification to employee of their delinquency in paying insurance premiums. These letters are signed by the respective Adm. Officers and returned to the Insurance Branch. Filed chronologically. (1959-1960)	SECRET .4	Temporary. Destroy when 1 year old.
16.	MACHINE LISTINGS Consists of 2 separate machine listings containing rosters of personnel on un-vouchered funds. One listing contains employee name and banking facilities used. The other serves as an index and contains employee name and payroll number. Listings are used for making deposits to the employee's account. (Current)	.5	Temporary. Destroy upon receipt of current listing.
17.	CORRESPONDENCE AND MAIL LOG Consists of a loose-leaf binder containing a record of the receipt and dispatch of mail received by the Branch. Separate logs are maintained for incoming and outgoing material. Arranged organizationally and chronologically. (1959-1960)	.2	Temporary. Destroy when 1 year old.
SECRET Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
18.	TRIAL BALANCE BOOKS (HOSPITALIZATION, UBLIC, WAEPA)	1.0	<p>Temporary. Destroy when 5 years old; (Cut off file at end of each year; transfer to Records Center when no longer needed for frequent reference).</p> <p>Note: This disposition instruction revised 2/28/63.</p> <p>APPROVED BY [Redacted] 3/1/63 Date</p> <p>Records Administration Office</p> <p>CIA</p>
	<p>Trial balance books are prepared and furnished on a monthly basis by ADPD. Each book contains a listing by account number of all active policyholders (Hosp., UBLIC, WAEPA) and reflects the premium payments for the month as well as their current premium payment status. These books also reflect the cancelled policies with refunds due. Totals are balanced against the accounts in the General ledger. (Note: These listings record payments which will be used in lieu of individual NCR posting cards once the new system is fully operative; at which time the File on NCR Premium Posting cards (item 2 this branch can be deleted from the Records Control Schedule)</p> <p>(Current)</p>		
19.	DISPATCH CHRONO FILE	1.0	<p>Temporary. Destroy when 1 year old; cut off file at end of year; destroy one year thereafter.</p>
	<p>Contains copies of all dispatched prepared by Insurance Branch in administration of the Insurance Program.</p>		
20.	REFERENCE PUBLICATIONS FILE	1.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
	<p>Consists of published material such as regulations, notices, handbooks, circulars, etc., maintained for reference purposes.</p>		
Insurance Branch/BSD/OP (RCS 40-60)			
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
18.	TRIAL BALANCE BOOKS (HOSPITALIZATION, UBLIC, WAEPA) Trial balance books are prepared and furnished on a monthly basis by Machine Records Division. Each book contains a listing by account number of all active policyholders (Hosp., UBLIC, WAEPA) and reflects the premium payments for the month as well as their current premium payment status. These books also reflect the cancelled policies with refunds due. Totals are balanced against the accounts in General ledger. (Current)	.8	Temporary. To be retained in work area for 1 year. (Since this is a new file final disposition will be determined after 1 July 1960)
19.	DISPATCH CHRONO FILE Contains copies of all dispatches prepared by Insurance Branch in Admin. of the Insurance Program.	1.0	Temporary. Destroy when 1 year old; cut off file at end of year., destroy 1 yeat there-after.
20.	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, handbooks, circulars, etc., maintained for reference purposes.	1.0	Temporary. Destroy when no longer needed for reference purposes.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

Revised 3/1/62 RAG

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	CARD CONTROL FILE <p>a. These 3x5 cards are maintained on all individuals who have applied for Agency employment. Card is used for control purposes and charge-outs during active processing and denotes pertinent information such as any security disapproval, special interest, and other information of importance regarding the applicant, including date file sent to RID if applicable or job and box number if file forwarded to Records Center. Also in this file are cards maintained on individuals whose applications for Agency employment would be of interest to the CIA Watch Officer.</p> <p>b. This 5x8 card, Form 835, Applicant Processing Record, contains information on applicants such as name, dates of actions and appointments, clearances, and other pertinent information and remarks regarding the individual. (1967 -)</p> <p>c. This card file is similar to "b" above except it is maintained on career trainees in process only. (1964 -)</p> <p>d. SF-7B (formerly OF4b) file contains pertinent information on all career trainees - past and present.</p> <p>e. Form 2644, Invitee Schedule, denotes schedule for all invitees. Includes name of invitee, date, place, and time of appointments as well as remarks.</p> <p>f. Form 2715, Skills Bank Control, is a 5x8 card used to control location of official applicant file. Contains name of applicant as well as name of office and reviewer, whether or not there is interest, dates reviewed, and remarks. This file contains only cards on those whose files are presently being reviewed.</p>	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5	<p>9.6 ✓ Temporary. Cards will be held two years and destroyed on those files forwarded to RID. All other cards will be destroyed and information retained by list of names when applicant folder is destroyed EXCEPT for the following which will be retained in immediate work area:</p> <ul style="list-style-type: none"> a. Special Interest b. Security/Medical reject c. Panel case d. Watch Officer interest <p>1.0 ✓ Temporary. Place in inactive file upon cancellation or completion of processing. Hold one year and destroy.</p> <p>1.5 Temporary. Place in inactive file upon cancellation and hold for three years; then destroy. (Cards are destroyed on individuals who enter on duty.)</p> <p>.3 Temporary. Retain in immediate work area until no longer needed; then destroy.</p> <p>.2 ✓ Temporary. Hold current month and destroy.</p> <p>.1 ✓ Temporary. Upon completion of follow-up interview card is pulled from file and destroyed.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
4.	<p>g. Form 2687, New Applicant File Acquisition card, is a 3x5 card from which the Skills Bank Acquisition Lists are compiled. Card contains name, age, marital status, particular skills, asking salary, and other information useful to personnel officers in selecting potential candidates for positions.</p> <p>(1966 -)</p>	.8	Temporary. Destroy when two years old
	<p>h. This 3x5 card file is used to control what applicant letters and files have not been replied to. Filed chronologically by alphabet.</p>	.1	Temporary. Cut off annually. Hold one year and destroy.
	<p>FLEXOWRITER TAPES</p> <p>Consists of flexowriter tapes used in preparing routine letters. Arranged numerically by code assigned to each letter.</p> <p>(Current)</p>	.5	Temporary. Destroy when superseded or obsolete.
	<p>OFFICIAL PERSONNEL FOLDERS</p> <p>Consists of folders which are being reviewed or being acted on for one reason or another.</p>	.5	Temporary. Return to OP/File Room when no longer needed.
6.	<p>OFFICIAL APPLICANT FOLDERS</p> <p>Consists of official applicant folders on all individuals who have applied for Agency employment. Folder includes various items of information such as correspondence and resumes, application for employment, report of interview, personal history statement, and request for security clearance. Categories are as follows:</p> <p>a. Files on all applicants on whom Security has been initiated except Special Interest cases. These include not only routine applicants but security disapprovals.</p>	125.0	<p>Temporary. Material in official applicant file becomes part of the official personnel folder should individual enter on duty. Cancelled applicant file will be retained as outlined below. Should file be recalled because of re-contact, it will be done so on a permanent basis. (GRS 1, #15)</p> <p>Files that have been inactive for at least six months will be retired to Agency Records Center and held for an additional eighteen months. At the end of this time, files will be destroyed.</p>
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. Files on limited "Special Interest" applicants on whom Security has been initiated.</p> <p>c. Applicants who apply for Agency employment who are of "Extra Special Interest" and require special handling because of the source of application.</p> <p>d. Files on all applicants on whom Security has not been initiated. These include not only routine applicants but those of limited "Special Interest."</p> <p>e. Consists of resume files on individuals to whom forms have been sent and acknowledgments have not been received. Held by month and alphabetically thereunder.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Files that have been inactive for at least six months will be retired to Agency Records Center and held for an additional thirty months. At the end of this time, files will be destroyed.</p> <p>Retain in immediate work area. When file has been inactive for three years it will be reviewed by Chief, Placement Division for possible destruction. If it is deemed necessary to retain for a longer period, it will be done so in immediate work area until such time as it is no longer needed; then it will be destroyed.</p> <p>File will be forwarded to RID two months after becoming inactive.</p> <p>If after two months no acknowledgment is received, file is transferred to "a" or "d" above according to whether or not there is sufficient information to identify the individual.</p>
7.	<p>INFORMATION FILE</p> <p>Consists of alphabetical file on individuals requesting ^{employment} information on the Agency for school projects and other reasons. (1968)</p>	3.0	Temporary. Destroy when three months old.
8.	<p>BRIEFING MATERIAL</p> <p>Consists of booklets which are required reading for all new employees entering on duty. Booklets contain certain Agency regulatory issuances. Also included are charts and other material used in briefings.</p>	1.5	Temporary. Destroy when revised, obsolete, or no longer required.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
9.	<p>REFERENCE MATERIAL</p> <p>a. Consists of copies of selected correspondence maintained for possible future use as guides. Also included are sample cover letters used in correspondence with individuals applying for certain types of Agency positions as well as loose-leaf binders containing copies of sample letters used as guides in preparing routine correspondence. A reference copy of these guides is maintained by each person responsible for correspondence preparation. Filed numerically by code number assigned each letter.</p> <p>b. Consists of Agency regulatory issuances, Federal Personnel Manuals, OPMs, classification standards, certain Agency machine listings dealing with applicants in process, EODs, cancellations and tables of organization as well as OTR and Support Bulletins disseminated for information and reference purposes.</p>	<p>4.3 ✓</p> <p>8.2 ✓</p> <p>170.1</p>	<p>Temporary. Destroy when revised or no longer needed for reference purposes.</p> <p>Temporary. Destroy when revised, obsolete, or no longer needed.</p> <div style="border: 1px solid black; width: 150px; height: 50px; margin: 10px auto;"></div> <p>APPROVED _____</p> <p>CIA Records Administration Officer</p> <p style="text-align: right;">25 7 Jan 69 Date</p>
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

10-68

25X

OFFICE, DIVISION, BRANCH

Office of Personnel, Placement Division

Chief, PD/OP

1 May '68

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	DIVISION SUBJECT FILES a. Copies of policy directives regarding hiring practices, applicant processing, invitee travel, employment of the handicapped, state income tax inquiries, alien sponsorship, quality step increases, personnel forecasts, special reports, and other papers accumulated in the overall administration of the Placement Division make up this file. b. Consists of administrative-type files such as activity reports, acquisition lists, copies of travel orders, separation reports, cancellations as well as budgetary estimates, requests for administrative services and other material of a routine nature. (1966 -)	5.5 ✓ 3.0 ✓	Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area. Temporary. Destroy when two years old.
2.	CHRONO FILE - APPLICANT CORRESPONDENCE Consists of chrono file of correspondence of a routine nature to individuals applying for Agency employment such as notifications of processing, requests for additional information, notice of rejection, etc. Used to control where official applicant file sent (duplicate maintained in official applicant file). Alphabetical. (1967)	5.0 ✓	Temporary. Retain a twelve-month level. Destroy oldest month after filing current month.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

*This has been
revised.*

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>CARD CONTROL FILE</p> <p>a. These 3x5 cards are maintained on all individuals who have applied for Agency employment. Card is used for control purposes and charge-outs during active processing and denotes pertinent information such as any security disapproval, special interest, and other information of importance regarding the applicant, including date file sent to RID if applicable or job and box number if file forwarded to Records Center.</p> <p>b. This 5x8 card, Form 835, Applicant Processing Record, contains information on applicants such as name, dates of actions and appointments, clearances, and other pertinent information and remarks regarding the individual. (1967 -)</p> <p>c. This card file is similar to "b" above except it is maintained on career trainees in process only. (1964 -)</p> <p>d. SF-7B (formerly OF4b) file contains pertinent information on all career trainees - past and present.</p> <p>e. Form 2644, Invitee Schedule, denotes schedule for all invitees. Includes name of invitee, date, place, and time of appointments as well as remarks.</p> <p>f. Form 2715, Skills Bank Control, is a 5x8 card used to control location of official applicant file. Contains name of applicant as well as name of office and reviewer, whether or not there is interest, dates reviewed, and remarks. This file contains only cards on those whose files are presently being reviewed.</p>	<p>9.6</p> <p>1.0</p> <p>1.5</p> <p>.3</p> <p>.2</p> <p>.1</p>	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>5-1-68</p> <p>Temporary. Cards will be held two years and destroyed on those files forwarded to RID. All other cards will be destroyed when applicant folder is destroyed EXCEPT for the following which will be retained indefinitely in immediate work area:</p> <p>Temporary. Place in inactive file upon cancellation or completion of processing. Hold one year and destroy.</p> <p>Temporary. Place in inactive file upon cancellation and hold for three years; then destroy. (Cards are destroyed on individuals who enter on duty.)</p> <p>Temporary. Retain in immediate work area indefinitely.</p> <p>Temporary. Hold current month and destroy.</p> <p>Temporary. Upon completion of follow-up interview card is pulled from file and destroyed.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>g. Form 2687, New Applicant File Acquisition card, is a 3x5 card from which the Skills Bank Acquisition Lists are compiled. Card contains name, age, marital status, particular skills, asking salary, and other information useful to personnel officers in selecting potential candidates for positions.</p> <p>(1966 -)</p> <p>h. This 3x5 card file is used to control what applicant letters and files have not been replied to. Filed chronologically by alphabet.</p>	.8	Temporary. Destroy when two years old.
4.	<p>FLEXOWRITER TAPES</p> <p>Consists of flexowriter tapes used in preparing routine letters. Arranged numerically by code assigned to each letter.</p> <p>(Current)</p>	.1	Temporary. Cut off annually. Hold one year and destroy.
5.	<p>OFFICIAL PERSONNEL FOLDERS</p> <p>Consists of folders which are being reviewed or being acted on for one reason or another.</p>	.5	Temporary. Destroy when superseded or obsolete.
6.	<p>OFFICIAL APPLICANT FOLDERS</p> <p>Consists of official applicant folders on all individuals who have applied for Agency employment. Folder includes various items of information, such as correspondence and resumes, application for employment, report of interview, personal history statement, and request for security clearance. Categories are as follows:</p> <p>a. Files on applicants other than Special Interest and security disapprovals as well as those on whom Security has not been initiated and contain insufficient information for RID coding purposes.</p>	125.0	<p>Temporary. Material in official applicant file becomes a part of the official personnel folder should individual enter on duty. Cancelled applicant files will be retained as outlined below. (Should file be recalled because of recontact, it will be done so on a permanent basis.)</p> <p>Files that have been inactive for at least six months will be retired to Agency Records Center and held for an additional eighteen months. At the end of this time, files will be destroyed.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		File will be forwarded to RID for disposition two months after becoming inactive.
			Files that have been inactive for at least one year will be reviewed by ExO/OP prior to submitting to Records Center for a 5-year period. At the end of this time return to ExO/OP for disposition.
			If after two months no acknowledgment is received, file is transferred to "a" above.
7.	<p>d. Consists of resume files on individuals to whom forms have been sent and acknowledgments have not been received. Held by month and alphabetically thereunder.</p> <p>INFORMATION FILE</p> <p>Consists of alphabetical file of individuals requesting information on the Agency for school projects and other reasons. (1968)</p>	3.0	Temporary. Destroy when three months old.
8.	<p>BRIEFING MATERIAL</p> <p>Consists of booklets which are required reading for all new employees entering on duty. Booklets contain certain Agency regulatory issuances. Also included are charts and other material used in briefings.</p>	1.5	Temporary. Destroy when revised, obsolete, or no longer required.
9.	<p>REFERENCE MATERIAL</p> <p>a. Consists of copies of selected correspondence maintained for possible future use as guides. Also included are sample cover letters used in correspondence with individuals applying for certain types of Agency positions as well as loose-leaf binders containing copies of sample letters used as guides in preparing routine correspondence. A reference copy of these guides is maintained by each person responsible for correspondence preparation. Filed numerically by code number assigned each letter.</p>	4.3	Temporary. Destroy when revised or no longer needed for reference purposes.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p>		
	<p>b. Consists of Agency regulatory issuances, Federal Personnel Manuals, OFMs, classification standards, certain Agency machine listings dealing with applicants in process, EODs, cancellations and tables of organization as well as OTR and Support Bulletins disseminated for information and reference purposes.</p>	<p>8.2</p>	<p>Temporary. Destroy when revised, obsolete, or no longer needed.</p>
		<p>170.1</p>	

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

SCHEDULE NO.

40-60

40-60

OFFICE, DIVISION, BRANCH

Personnel, Personnel Operations Division, Office of the Chief

SIGNATURE

TITLE

[Redacted Signature]

01/24/60

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	DIVISION SUBJECT FILE Consists of policy directives, correspondence, reports and papers pertaining to the Agency's Recruitment Program; screening of applicants for employment; assignment and development of personnel; and the authentication of official personnel actions. File is alphabetical by subject. (1958-1960)	3.0	Temporary. Destroy when 3 years old. (Cut off at the end of each year; transfer to Records Center 1 year thereafter.) (Item 136, RCS 40-57)
2	DIVISION INTERNAL ADMINISTRATION FILE Consists of materials accumulated in the internal administration of the Division consisting of such items as: Activity and Progress Reports, housekeeping and Service Requests; employee leave records and other miscellaneous personnel records composed of: Duplicate copies of personnel actions, training requests, vacation schedules etc. SF 1137, Leave Record Card for each employee; Employee Service Record Card, OF 4b, Visible Cardex Book File, arranged alphabetically.	.7 .4	Temporary. Destroy when 1 year old (Cut off at end of year; destroy 1 year thereafter.) Temporary. Destroy upon transfer or separation of employee.
3	CONVENIENCE FILE (Reading) Consist of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.2	Temporary. Destroy when 1 year old (Cut off at end of year; destroy 1 year thereafter).

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>MAIL LOG</p> <p>Consists of loose-leaf binder containing a record of receipt and dispatch of mail, applications, regulations, notices etc. received by the Division. Arranged chronologically.</p>	.2	Temporary. Destroy when 1 year old.
5	<p>MACHINE LISTINGS</p> <p>Consists of copies of machine listings containing rosters of personnel and statistical information on personnel activities used by the Division in evaluating each case, etc. maintained for convenience of reference. (Current)</p>	.4	Temporary. Destroy when superseded or obsolete.
6	<p>MARRIAGE TO ALIEN FILE</p> <p>Consists of correspondence and related papers pertaining to Agency Employees contemplating marriage to aliens. File contains information used by the Division in evaluating each case and recommending its disposition to the DCI. Filed alphabetically by name of the employee. (1958-1960)</p>	1.0	Temporary. Destroy 1 year after final disposition of the case.
7	<p>SELECTIVE SERVICE FILE</p> <p>a. Consists of case files on Agency employees eligible for deferment from the military service and those with reserve obligations to the military who have been granted permission to leave the country on official business. File contains copies of Selective Service Action Requests, Form 575, approvals and disapprovals of the requests, correspondence with the Director of Selective Service, the Office of Security, etc. Copies of appropriate papers are placed in the Official Personnel Folder. Filed alphabetically by name. (1957-1960)</p>	2.5	Temporary. Destroy when no longer needed for reference purposes; upon cancellation or expiration of the request screen file and remove all duplicate and non-record material; place remaining documents in an inactive file.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>b. SELECTIVE SERVICE RECORDS</p> <p>Form 575a, Selective Service Record provides a basic reference, index and action record of selective service deferment actions taken relative to Agency employees; contains name, DOB, area and position assignment, permanent address and local SS Board address. (1951-1960)</p>	.1	Temporary. Retained in work area; screen annually destroy 10 years after completed action or cancellation of the request.
8	<p>SPECIAL PLACEMENT COMMITTEE FILE</p> <p>Contains minutes of cases discussed at the Special Placement Committee Meeting including recommendations and action taken; also contains profiles and other background information on the employee under discussion. Filed chronologically by meeting.</p>	.1	<p>Temporary. Cut off completed cases files at end of year; retain in immediate work area for one year then dispose of as follows:</p> <p>a. Screen and send appropriate papers to Official Personnel file or to SA/Pers-DO for inclusion in Problem Cases File.</p> <p>b. Official copy of Committee minutes and recommendations will be retained for two years and then destroyed.</p>
9	<p>REFERENCE PUBLICATION FILE</p> <p>Consists of published materials such as regulations, notices, handbooks etc, maintained for reference purposes.</p>	1.5	Temporary. Destroy when obsolete or superseded.
10	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manual etc., maintained for reference purposes.</p>	21.0	Temporary. Return to Library or destroy as appropriate when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP80-01740A000100230003-5

RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.
487A000100230003-5 40-60

OFFICE, DIVISION, BRANCH

Personnel, Personnel Operations Division
~~Special Assistant for~~ Out Placement

CONCURRENCE

SIGN

TITLE

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	OUT PLACEMENT - POLICY AND CONTACT FILES Consists of correspondence and Agency policy directives concerning Out-placement activity; Civil Service regulations and policy, and Federal and Industrial job lead sources; and other related material. (1958-1960)	1.0	Temporary. Destroy when 3 years old. (Cut-off at end of each year; transfer to Records Center 1 year thereafter.)
2	BIOGRAPHIC FILES Consists of duplicate copies of Biographic data, resumes, Civil Service Applications (SF 57), etc. used in the out-placement process for selected Agency employees. (Filed alphabetically by name).	1.0	Temporary. Upon completion of case screen and transfer to Official Personnel File or destroy as appropriate.
3	REFERENCE PUBLICATIONS FILE Consists of published materials such as Agency regulatory issuances, Federal Personnel Manual, and other U.S. Government issuances; USCS tests and job lead sources etc.	11.0	Temporary. Destroy when superseded, obsolete or no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

Revised
40-62

Aug 1964

RECORDS CONTROL SCHEDULE

2005/11/21 : CIA-RDP78-00487A000100230003-5

40-60

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SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Personnel, Personnel Operations Division,
Clerical Assignment Branch

SIGNATURE

TITLE

[Redacted Signature Box]

25X

000000 0724/60

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	BRANCH SUBJECT FILE Consists of correspondence, reports and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1958-1960)	1.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
2	BRANCH INTERNAL ADMINISTRATION FILE Contains branch housekeeping and service requests, equipment orders, printing services and personnel records consisting of: T & A Cards and Notification of Personnel Actions etc., on CAB Personnel.	.2 .2	Temporary. Destroy when superseded or out-dated. Temporary. Destroy when superseded and/or upon reassignment or termination of employee.
3	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>EMPLOYEE SUMMARY WORKSHEET FILES</p> <p>Consists of Employee Summary Worksheet, containing information on employees, such as work experience, education, training, qualifications, present position, etc. This worksheet is used in evaluating an employee's qualifications and in effecting his placement or reassignment. Filed alphabetically by name.</p> <p>(Current)</p>	.4	Temporary. Destroy at end of 1 year. Place in inactive file upon assignment from IAS or termination; destroy 1 year thereafter.
5	<p>RECRUITMENT REQUEST FILE</p> <p>Consists of copies of 1152, Request for Personnel Action, submitted by organizational units as recruitment requests. Original copies are forwarded to SRB for preparation of the Personnel Requisition Inventory Card (Form 1078). These copies of the form are maintained for reference purposes. Filed organizationally.</p> <p>(1958-1960)</p>	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
6	<p>APPLICANT PROCESSING FILES</p> <p>a. Status File -</p> <p>Consists of Form 835, Appointment Processing Record (5x8) Card, containing information on applicants, such as date of security initiation, date interim letters were sent, physical location of folder, etc. Card is used as a reference to the processing status of each applicant and as a locator on the folder. Filed alphabetically by name.</p> <p>(Current)</p>	.3	Temporary. Destroy 3 months after completion of processing. Place in inactive file upon completion of processing; destroy 3 months thereafter.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP80-00487A000100230003-5</p> <p>b. Tickler File - Consists of Form 835a, Appointment Control, used as a tickler for Form 835, Appointment Processing Record, and to schedule interim correspondence sent to applicant during processing. Filed chronologically by date of follow-up. (Current)</p> <p>c. Processing Cancellation File - Consists of 5" x 8" cards prepared upon receipt of Form 639, Cancellation of Applicant Processing. These cards contain names of applicants on which processing has been canceled and the reasons for cancellation. Used for reference and compiling statistics for reporting purposes. Filed chronologically by cancellation date. (1959-1960)</p> <p>d. Applicant Folder Tickler File - Consists of 3"x5" card and a log book used to record the receipt and dispatch of applicant folders charged to the Branch. Filed alphabetically by name. (Current)</p>	<p>.1</p> <p>.1</p> <p>.1</p>	<p>Temporary. Destroy upon completion of processing.</p> <p>Temporary. Destroy when 6 months old.</p> <p>Temporary. Destroy upon completion of cancellation of processing.</p>
7	<p>ORIENTATION LISTINGS</p> <p>Consists of listings containing names of personnel assigned to the Interim Assignment Section who have attended Orientation Classes. Listings are used in assigning employees, since only those whose names appear on these listings may be assigned to an office on a permanent basis (Couriers excepted). Filed chronologically. (1960)</p>	<p>.1</p>	<p>Temporary. Destroy when 6 months old.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	<p>AGENCY ASSIGNMENT REGISTER</p> <p>Consists of a 4" x 6" loose leaf binder containing names of personnel who were assigned to the Interim Assignment Section and who have been officially assigned to the various offices. File contains names of employee, office to which assigned, date of assignment. (1958-1960)</p>	.1	Temporary. Destroy when 1 year old.
9	<p>INTERIM ASSIGNMENT SECTION SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Section. Filed alphabetically by subject. (1958-1960)</p>	3.0	Temporary. Destroy when 2 years old. (Cut off at end of each year, destroy 2 years thereafter.)
10	<p>INTERIM ASSIGNMENT SECTION WEEKLY REPORT FILE</p> <p>Consists of activity reports prepared weekly for the Section Chief; reports contain the number of people in the Section, EOD's, number officially assigned to the various offices, number scheduled for training, etc., and are used in preparing the Semi-annual Report. Filed chronologically. (1959-1960)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
11	<p>STATUS OF PROCESSING FILE</p> <p>Consists of Form 887, Interim Assignment Record, received by the Section on each applicant prior to their EOD. Cards are used as reference to the status of processing of each individual and in determining the type of work assignments in which they may participate. Filed alphabetically by name.</p>	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP80-00487A000100230003-5		
12	<p>WORK PROJECT FILE</p> <p>Consists of reports prepared by the Interim Assignment Section on each work project received by the Section and is used to control the project and for reporting purposes on man-hours expended. Report contains information such as project number, project title, date received, date completed, etc. Filed numerically by project number. (Current)</p>	.1	Temporary. Destroy 6 months after completion of project.
13	<p>IAS PERSONNEL CONTROL AND ADMINISTRATION FILE</p> <p>Consist of 3x5 cards prepared on clerical personnel assigned to Interim Assignment Section for administration. Card contains name, EOD date, schedules for medical, training, work assignments, job interviews, etc., and Time and Attendance Report and leave records.</p>	.4	Temporary. Destroy when 2 years old. Transfer to inactive file upon reassignment or separation of employee; destroy 2 years thereafter except time and attendance and leave records which are destroyed when suspended.
14	<p>AVAILABLE HOUSING FILE</p> <p>Consists of Form 580, Housing Record, containing information on housing available in the Washington, D. C. area. The file serves as a source of information necessary to assist Agency employees in locating satisfactory housing. Arranged by type of housing in visible file books.</p>	.5	Temporary. Destroy when superseded or obsolete.
15	<p>BULLETIN BOARD NOTICE FILE</p> <p>Consists of completed copies of Form 478, Bulletin Board Notice. This procedure was established for purpose of reviewing all items posted to ascertain that there is no Security hazards involved; also items concerning housing and car pools are extracted for inclusion in appropriate Service Files. Filed chronologically.</p>	.2	Temporary. Cut off at end of each month; destroy one month thereafter.
	Approved For Release 2005/11/21 : CIA-RDP80-00487A000100230003-5		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
16	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>TRANSPORTATION REQUEST FILE</p> <p>Consists of Form 878, Transportation Requested, and 878a, Transportation Offered. This file is used to assist Agency employees in forming car pools. Filed by locality by name of requestor thereunder. (Current)</p>	.2	Temporary. Destroy when request is filled or canceled.
17	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as CIA Regulations and Notices, OP Memorandums, and similar reference material.</p>	1.0	Temporary. Destroy when no longer needed for reference purposes.
18	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	18.0	Temporary. Return to Library when no longer needed for reference purposes.

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RECORDS CENTER FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000100230003-5

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SCHEDULE NO.

40-60

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel, Personnel Operations Division, CS-Support Branch
Placement Branch, Corps Unit

SIG

TIT

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

DIVISION SUBJECT FILE

Consists of directives, and miscellaneous organizational and procedural material used in support operations of the Agency's personnel support function. Examples of the subjects are: Summer-Only Program, terminations, retirements, utilization of scientific personnel, and consultants, LWOP policy, Allowances, promotions, training, and personnel policy in general. Arranged alphabetically by subject.
(1957-1960)

1.0

Temporary. Destroy when 2 years old.
(Cut off at end of each year. Destroy 1 year thereafter.)

2

ACTIVITY REPORTS FILE

Consists of activities and work volume reports from the individual Placement Officers. These reports contain statistics on the number of applicants in process, EOD's processed, follow-up interviews, reassignments, applicant cancellation, etc which reflect work load of the Branch. Reports are retained for future planning purposes. Filed chronologically.
(1958-1960)

.4

Temporary. Destroy when 2 years old.
(Cut off at end of each year; destroy 2 years thereafter.)

3

ANNUAL REPORT ON JUSTIFICATION FOR CONSULTANTS

Consists of Completed Form 503, Justification for Consultant containing name of consultant, office, division, estimated use and duties to be performed. This information is the basis for planning and budget requirements.
(1957-1960 FY incl)

.5

Temporary. Destroy when 5 years old.
(Cut off at end of each year, transfer to Records Center one year thereafter.)

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>QUALIFICATIONS ANALYSIS REQUEST FILES</p> <p>Consists of files maintained by the Placement Officers containing copies of Form 537, Request for Qualifications Register Analysis, which represent positions to be filled. This form serves as a request from an office for the Placement Officer to provide qualified personnel from within the Agency to fill vacancies and to effect reassignment of personnel. Filed chronologically by date of request.</p> <p>(1959-1960)</p>	.4	Temporary. Destroy when 1 year old.
5	<p>RECRUITMENT REQUEST FILE</p> <p>Consists of copies of Form 1152, Request for Personnel Action, submitted by organizational units as recruitment requests. Original copies of forms are forwarded to the FRB for preparation of the Personnel Requisition Inventory Card (Form 1078). These copies of the form are maintained by Placement Officers for reference purposes. Filed chronologically by date of request.</p> <p>(1958-1960)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
6	<p>MACHINE LISTINGS FILE</p> <p>Consists of IBM listings containing rosters of personnel and statistical information on personnel activities including PCR's maintained for convenience of reference.</p> <p>(Current)</p>	1.0	Temporary. Destroy when superseded or obsolete.
7	<p>PLACEMENT OFFICER'S HANDBOOKS</p> <p>Loose Leaf file consisting of pertinent laws, directives, OPM's, Agency Regulations, Notices Handbooks etc (20-series), Classification Standards, wage scales, forms etc.</p> <p>(Current)</p>	1.0	Temporary. Destroy when superseded or obsolete.

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
8	<p>Approved For Release 2005/11/21 : CIA-RDP79-00487A000100230003-5</p> <p>PLACEMENT OFFICER'S WORKING FILES</p> <p>Consists of copies of correspondence, copies of reports, overseas vacancy reports, reassign requests and other papers collected and maintained by individual Placement Officers. Files are maintained for background information and reference purposes. Filing arrangement varies with each file. (1958-1960)</p>	2.5	Temporary. Destroy when no longer needed for reference purposes.
9	<p>EMPLOYEE SUMMARY WORK SHEET FILES</p> <p>Consists of Employee Summary Worksheet containing information on employees, such as work experience, education, training, qualifications, present position, etc. The work sheet is used by Placement Officers in evaluating an employee's qualifications and effecting his placement or reassignment. Filed alphabetically by name. (1954-1960)</p>	7.0	Temporary. Destroy when employee terminates.
10	<p>POSITION DESCRIPTION FILES</p> <p>Consists of copies of Form 387, Position Description, maintained by the appropriate Placement Officer on each position, filled or vacant, under his jurisdiction. The form contains information on the position such as title, number, requirements, duties, responsibilities, etc. The file is used to assist in the selection of personnel to fill vacant positions through reassignment or appointment action. Filed organizationally and by position thereunder. (Current)</p>	3.0	Temporary. Destroy when superseded or obsolete.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11	<p>INTERVIEW FOLLOW-UP FILE</p> <p>Consists of 3 x 5 cards used as a tickler in scheduling follow-up interviews on new employees for purposes of determining job satisfaction and advising them on problems which may have arisen. The cards contain the name of employee, EOD date, where assigned, and title and grade. Filed chronologically by follow-up date.</p> <p>(Current)</p>	.1	Temporary. Destroy after completion of follow-up actions.
12	<p>APPLICANT PROCESSING FILES</p> <p>a. Consists of Form 835, Appointment Processing Record (5" x 8"), containing information on applicants, such as date of security initiation, date interim letters were sent, physical location of folder, etc. Card is used as a reference to the processing status of each applicant. Filed by the Three Major Components (DDs, DDI and DDP) and alphabetically thereunder.</p> <p>(Current)</p> <p>b. Consists of Form 835a, Appointment Tab Control, used as a tickler for Form 835, Appointment Processing Record, and to schedule interim correspondence sent to the applicant during processing.</p>	.4 .1	<p>Temporary. Destroy 3 months after completion of processing. (Place in inactive file upon completion of processing destroy 3 months thereafter.</p> <p>Temporary. Destroy upon completion of processing.</p>
13	<p>EMPLOYEE AND APPLICANT FOLDER CONTROL LOG</p> <p>Logs maintained as a record of the receipt and dispatch of employee and applicant folders charged to the Branch. Logs contain name of requestor, disposition and date. Filed chronologically.</p> <p>(1958-1960)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter).

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP87A000100230003-5			
14	LWOP CONTROL FILE Consists of LWOP Suspense file maintained for control purposes; file arranged alphabetically. (1958-1960)	.1	Temporary. Destroy when 1 year old. (Cut off file at end of year; destroy 1 year thereafter.)
15	PRINTING SERVICES REQUEST Copies of Form #30, Request for Printing Services on PHS's reproduction request.	.1	Temporary. Destroy when 1 year old. Cut off at end of 1 year, destroy 1 year thereafter.
16	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, handbooks, guides, classification and qualifications handbooks, etc. maintained for reference purposes.	4.0	Temporary. Destroy when superseded or obsolete.

SECRET

RMS

10 December 1963

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Schedule 40-63 for Clandestine Services
Personnel Division, Office of Personnel

RESCINDS : Records Control Schedule 40-60, pages 60-67

1. Attached hereto is Records Control Schedule 40-63 for the Clandestine Services Personnel Division, Office of Personnel. Items have been updated and modifications made where necessary.

2. It is requested that this schedule be substituted for the one presently in effect as soon as possible.

RAO/OP

Attachment:
RCS 40-63, CSPD/OP

APPR

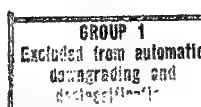
Date

6 Feb 1964

Records Administration Officer

Items 4 and 6a
revised for CSPD,
new page superseded
this one

SECRET



9-30-64

16 December 1968

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Schedule for Placement Division/Office
of Personnel, Items 3-9

RESCINDS : Items 3-9 of Schedule dated 1 May 68

1. Transmitted herewith are revised pages to the Records Control Schedule for Placement Division/Office of Personnel. This schedule was rewritten in order to correct disposition instructions for items 3a and 6. The change in the latter was made necessary by the breakdown of special interest files on whom security has been initiated. Those of "limited special interest" will be destroyed at the Records Center when three years old; those determined to be of "extra special interest" will be held in the immediate work area and reviewed for possible destruction after a period of three years.

2. Since the segregation of these files is presently under way and in order that a deposit of "limited special interest" applicant files may be made to the Records Center at the earliest possible time, it is requested that this schedule be approved without delay.

RAO/OP

Attachment:

Items 3-9, Records
Control Schedule for
Placement Division/OP

APPROVED:

CIA Records Administration Officer

7 Jan 1969
Date

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Office of Personnel/Recruitment Division

Chief, RD/OP

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>DIVISION SUBJECT FILES</p> <p>a. Consists of studies, personnel requirement forecasts, recruitment "reading file" and memoranda, material relating to the Agency recruitment advertisement effort, picketing problems, summer employment, and the Co-op Program. Also included in this file are annual and special reports such as the one-hundred university reports prepared by university associates and senior Agency officials evaluating various colleges and universities, material of a historical nature as well as current working papers pertaining to the over-all operation of the Agency's recruitment program. (1954 -)</p> <p>b. Includes monthly activity reports, cancellations, printing requisitions, chrono files, budgetary material and other administrative-type files. (1964 -)</p>	<p>16.8 ✓</p> <p>8.0 ✓</p>	<p>Permanent. Screen periodically and destroy material of no future value. Retain remainder in current files area until no longer needed for current reference; then forward to Agency Records Center.</p> <p>Temporary. Cut off annually. Hold two years and destroy.</p>
2.	<p>UNIVERSITY ASSOCIATES FILE</p> <p>Consists of case files on university associates. Files contain justification for associate, personal service contract, request for personnel action, travel vouchers, travel expense records, and related correspondence. Filed alpha.</p>	<p>2.3 ✓</p>	<p>Temporary. Upon termination of associate, forward file to Office of Personnel File Room for disposition.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

3. CARD FILES

a. Consists of Form 835, Appointment Processing Record (5x8 card) containing information on applicant such as date of security initiation, date interim letters were sent, physical location of folder, etc. used as a reference to the status of each clerical applicant in process.

(1965 -)

b. Consists of Form 887, Interim Assignment Record, used to maintain control and status of each employee assigned to the Pool. Card includes such information as employee's name, serial no., date of birth, position title, grade, shorthand and typing qualifications, clearances, medical and polygraph appointments, etc.

(1966 -)

c. Consists of Form 642, Personnel Emergency Locator Record, containing pertinent information regarding employee and his/her emergency addressee.

(Current)

d. Consists of 3x5 cards on individuals interviewed who are felt to be good prospective employees.

(Current)

e. Consists of 3x5 cards on individuals who are referred to the Agency by Congressmen, the White House, and other high echelon requiring special attention.

(1965 -)

f. Applicant information retained on a wheelindex. Information consists of applicant's name, recruiter, recommended for, and where file has been sent.

2.4

Temporary. Upon cancellation or completion of processing, place in inactive file. Cut off end of each fiscal year. Destroy one year thereafter.

.7

Temporary. Upon assignment of individual place in inactive file. Cut off at end of each fiscal year. Destroy two years from the end of the current calendar year.

.1

Temporary. Upon full clearance, forward to employee's office of assignment.

.1

Temporary. Hold two years and destroy.

.1

Temporary. Cut off annually. Hold two years and destroy.

.2

Temporary. Retain for six months after becoming inactive; then destroy.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
4.	REPORT OF INTERVIEW FILE		
	<p>a. Consists of Forms 1667a, Report of Interview, and 1667c, Clerical Report of Interview, prepared by recruiter on each candidate that has completed application forms. This file provides a record of all recommended candidates. Filed alpha.</p> <p>(1966 -)</p> <p>b. Consists of Form 1667b (VITA) used by Washington Area Recruitment Office in interviewing all applicants. Filed alphabetically.</p>	3.0	Temporary. Cut off each year. Destroy when two years old.
5.	EMPLOYEE SUMMARY WORKSHEETS		
	Consists of Employee Summary Worksheets containing information on employees, such as work experience, education, training, qualifications, present position, etc. Used in evaluating employee's qualifications and in effecting his/her placement or reassignment.	1.0	Temporary. Destroy after follow-up interview six months after entrance on duty.
6.	RECRUITER FILES		
	<p>a. Consists of correspondence, memoranda, and other papers pertaining to field activities of individual recruiter. Filed alphabetically.</p> <p>b. Consists of travel case files on recruiters. Included are travel orders, vouchers, statement of accounts, requests for advance of funds and related papers. Filed alphabetically.</p> <p>c. Consists of logistical files for each recruiter. Included in this file is all equipment and supplies charged to each individual.</p>	1.5 1.0 .5	<p>Temporary. Screen upon reassignment or termination of recruiter. Destroy material no longer needed. Transfer remainder of material to appropriate file.</p> <p>Temporary. Destroy material more than two years old.</p> <p>Temporary. Screen upon reassignment or termination of recruiter. Destroy material no longer needed. Transfer remainder of material to appropriate file.</p>

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
7.	CONTRACT SECRETARIES FILE Consists of case files on individuals serving in domestic field offices. (Current)	.3 ✓	Temporary. Upon cancellation or termination of individual forward file to CPD for its disposition.
8.	OFFICIAL APPLICANT FILES a. Consists of correspondence and other material pertinent to individuals applying for clerical employment. Filed alphabetically. (Current) b. Consists of case files on applicants that have been referred to recruiters for further information. Filed alphabetically by recruiter. (Current)	15.0 ✓ 4.5	Temporary. If individual enters on duty, forward file to Office of Personnel File Room. If individual does not enter on duty, file should be sent to Placement Division for disposition. Temporary. Upon receipt of all information from recruiter, return file to interested component.
9.	OFFICIAL PERSONNEL FOLDERS Consists of official personnel folders on individuals presently awaiting full clearance who are on duty in the Pool. Also included are files on individuals who have already been assigned but actions have not been cut.	.3	Temporary. Upon permanent assignment and action cut, forward file to OP/File Room.
10.	SUMMER ONLY FILE Consists of official personnel folders of former employees as well as official applicant files on individuals being considered for summer employment with the Agency. (Current)	12.5 ✓	Temporary. If individual enters on duty, forward file to OP/File Room; otherwise send file to Placement Division/OP for processing.
11.	LEAD/SOURCE FILE Consists of case files on colleges and universities, technical, secretarial and high schools. Contain correspondence, reports of contact and other papers pertaining to the utilization of specific leads and sources.	3.0 ✓	Temporary. Screen periodically. Destroy material no longer needed.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12.	RECRUITMENT REQUISITION FILE Consists of Form 1078, Recruitment Requisition. Form used in furnishing recruiters guides for recruiting. Filed by office.	2.0	Temporary. Destroy when request is filled or cancelled.
13.	BRIEFING MATERIAL a. Consists of copies of [] Employee Conduct. This handbook is required reading for all new employees. b. Consists of security regulations which are used in the orientation of new clerical employees. These regulations are required reading for all new employees.	.5 1.0	Temporary. Destroy when revised. Temporary. Destroy when revised.
14.	FLEXOWRITER TAPES Consists of flexowriter tapes used in preparing routine correspondence.	.2	Temporary. Destroy when superseded or obsolete.
15.	ORIENTATION FOLDERS Individual folders containing information accumulated by Pool personnel during Agency orientation for their own use. Filed alpha.	1.0	Temporary. Upon permanent assignment, material is given to employee for disposition.
16.	NATIONAL INTELLIGENCE ESTIMATES Consists of estimates that are forwarded to recruiters for their own information.	1.0	Temporary. Return to originator when no longer needed.
17.	REFERENCE MATERIAL Consists of brochures on housing, recreation, local colleges and other matters of interest to individuals newly arrived in the area as well as Agency regulatory issuances, test samples, machine listings, log books, and other material used for reference purposes.	16.7	Temporary. Destroy when revised, obsolete, or no longer needed except certain machine listings which will be returned to SRB/CD/OP when no longer of interest.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		104.7	

10 August 1967

MEMORANDUM FOR: Chief, Records Administration Branch, SSS-DD/S

THROUGH : Chief, BSD/OP
Chief, Audit Staff

SUBJECT : Change in Disposition Instructions - Records Control
Schedule 40-64 for Insurance Branch/BSD/OP, Item 4
only

RESCINDS : Item 4 only - Records Control Schedule 40-64 for
Insurance Branch/BSD/OP

1. It is requested that the attached page be inserted in order to correct the disposition instructions for Item 4.

2. The disposition instructions for Item 4 are being changed in order to allow the retirement of certain material pertaining to insurance claims of active Agency employees. Until now, all claims material has been retained in the immediate work area until the employee terminates employment.

3. It would be appreciated if you would insert this correction as soon as possible in order that material now being retained in the Insurance Branch can be forwarded to the Records Center.



RAC/CI

25X

Attachment:

Revised Item 4, RCS 40-64
for OP/BSD/IB

RECORDS CONTROL For Release 2005/11/21

SECRET

SCHEDULE NO.
78-00487A000100230003-5

25X

OFFICE, DIVISION, BRANCH
Office of Personnel, *Recruitment Div, Clerical Staffing Br*
Personnel Operations Division/Clerical
Assignment Branch

Chief, OP/POD/CAB *August 17 64*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES a. Consists of procedural material dealing with clerical applicant processing, including travel allowances <input type="text"/> ceiling matters, special reports, special project files, and other material accumulated in the administration of the branch. (1959 -) b. Consists of monthly reports, work project reports, orientation listings, budgetary estimates, training requests, requests for outside activity, chrono files, and other files of a routine administrative nature. (1954 -)	2.2 5.2	Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area. Temporary. Cut off annually. Destroy when two years old.
2.	APPLICANT FILES Consists of correspondence and other material pertinent to individuals applying for clerical employment. Filed alphabetically.	9.2	Temporary. Upon cancellation or entrance on duty, forward applicant file to OP/File Room for disposition.
3.	OFFICIAL PERSONNEL FOLDERS Consists of official personnel folders on individuals presently awaiting full clearance who are on duty in the Pool.	1.5	Temporary. Upon permanent assignment, forward file to OP/File Room.
4.	APPLICANT PROCESSING FILE a. Consists of Form 835, Appointment Processing Record (5x8 card) containing information on applicant such as date of security initiation, date interim letters were sent, physical location	1.0	Temporary. Upon cancellation or completion of processing, place in inactive file. Cut off and <i>each</i> fiscal year. Destroy one year thereafter.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>of folder, etc. used as a reference to the status of each clerical applicant in process. Filed alphabetically.</p> <p>(1962 -)</p> <p>b. Tickler file (3x5 card file) used to schedule interim correspondence sent to applicants during processing. Filed chronologically by date of follow-up.</p>		
5.	<p>STATUS OF PROCESSING FILE</p> <p>Consists of Form 887, Interim Assignment Record, used to maintain control and status of each employee assigned to the Pool. Card includes such information as employee's name, serial no., date of birth, position title, grade, shorthand and typing qualifications, clearances, medical and polygraph appointments, etc.</p> <p>(1963 -)</p>	.2	Temporary. Destroy upon cancellation or completion of processing.
6.	<p>BRIEFING MATERIAL</p> <p>a. Consists of copies of [] Employee Conduct. This handbook is required reading for all new employees.</p> <p>b. Consists of security regulations which are used in the orientation of new clerical employees. These regulations are required reading for all new employees.</p> <p>c. Briefing material given to individuals who will assume cover.</p>	1.0 3.0 .5	Temporary. Destroy when revised. Temporary. Destroy when revised. Temporary. Destroy when revised or obsolete.
7.	<p>FLEXOWRITER TAPES</p> <p>Consists of flexowriter tapes used in preparing routine correspondence.</p>	.5	Temporary. Destroy when superseded or obsolete.

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	EMPLOYEE SUMMARY WORK SHEETS Consists of Employee Summary Work Sheets containing information on employees, such as work experience, education, training, qualifications, present position, etc. Used in evaluating employee's qualifications and in effecting his/her placement or reassignment.	.2	Temporary. Destroy after follow-up interview six months after EOD.
9.	PERSONNEL LOCATOR CARD FILE Consists of Form 642, Personnel Emergency Locator Record, containing pertinent information regarding employee and his/her emergency addressee. (Current)	.1	Temporary. Upon full clearance, forward to employee's office of assignment.
10.	ORIENTATION FOLDERS Individual folders containing information accumulated by Pool personnel during Agency orientation for their own use. Filed alphabetically by employee's name.	1.0	Temporary. Upon permanent assignment, material given to employee for disposition.
11.	SUMMER EMPLOYMENT FILE Consists of regulations, requirements, ranking procedure, component requests regarding summer employment. Also included is pertinent information on past summer employees. (No program in 1964) (1958 - 1963)	.5	Temporary. Disposal not authorized at this time. Retain in immediate work area for reference purposes.
12.	LOG BOOKS Maintained on receipt and dispatch of applicant files and official files of individuals wishing reassignment, security/medical rejects, cancellations, and names of individuals assigned to Interim Assignment Section who have been officially assigned.	.5	Temporary. Cut off end of each fiscal year. Destroy one year thereafter.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>REFERENCE MATERIAL</p>		
	<p>a. Consists of copies of sample letters used as guides in preparing routine correspondence.</p>	.3	Temporary. Destroy when revised or no longer needed.
	<p>b. Consists of brochures on housing, recreation, local colleges and other matters of interest to individuals newly arrived in the area as well as Agency regulatory issuances, test samples and other material used for reference purposes.</p>	9.2	Temporary. Destroy when revised, obsolete, or no longer needed.
		36.3	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

~~SECRET~~

24 September 1965

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Personnel Operations Division/OP

SUBJECT : Records Control Schedule 40-65 for OP/POD/
Qualifications Analysis Branch

RESCINDS : Records Control Schedule 40-60, pages 109-111

1. Attached hereto is Records Control Schedule 40-65 for OP/POD/Qualifications Analysis Branch. This schedule was re-written in order to reflect the current categories of records maintained by the branch.

2. The approval of this schedule will complete the revision of the Records Control Schedule for the Office of Personnel. However, schedules for two recently established offices have not as yet been prepared, i.e., the CIA Retirement Staff and the Retirement Branch, the latter under the Benefits and Services Division. These will be submitted shortly.



RAO/OP

Attachment:
RCS 40-65, OP/POD/QAB

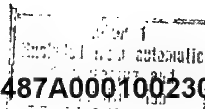
K1
APPROV



CIA Records Administration Officer

30 Sept 1965
Date

~~SECRET~~



Remove this section
and the last
section 34-60-m.
from O/Log schedule.
when the new
schedule for
O/Pers. Central
Processing Branch
has been approved
and filed here

R.D
s/rs.

30 November 1965

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised page 4 of Records Control
Schedule 40-64 for the Statistical
Reporting Branch, POD/OP

RESCINDS : Page 4 of Records Control Schedule 40-64
for Statistical Reporting Branch dtd 8 May 64

1. Attached hereto is revised page 4 of Records Control Schedule 40-64 for the Statistical Reporting Branch, POD/OP.

2. This page was rewritten in order to change the disposition instructions for Item 5e. It has been requested by the Agency Historical Staff that Report 960A, an alphabetical listing of all personnel containing pertinent personnel locator information on each individual, be retained for a period of six years.

Attachment]
Revised page 4

APPROVE

CIA Records Administration Officer

RAO/OP

9 Dec 1965
Date

28 February 1966

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Benefits & Services Division/OP

SUBJECT : Records Control Schedule 40-66 for OP/BSD,
Retirement Branch

REFERENCE : Records Control Schedule 40

RESCINDS : Records Control Schedule 40-64 for C/BSD/OP, Item
5 only

1. Attached hereto is Records Control Schedule 40-66 for the newly established Retirement Branch under the Benefits & Services Division/Office of Personnel. This schedule reflects all current functions of the branch. It not only rescinds Item 5 of Records Control Schedule 40-64 for C/BSD/OP but all other portions of that schedule and the one for Benefits & Counseling Branch which deal with Civil Service retirement.

2. It is requested that this schedule be approved and that it be included in Records Control Schedule 40 with other schedules falling under the jurisdiction of the Benefits & Services Division.

RAO/OP

Attachment:
RCS 40-66 for
OP/BSD/RB

APPROV

CIA Records Administration Officer

Date

11 March 1966

SECRET

14 May 1965

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised page 2, Records Control Schedule 40-63,
Incentive Awards Branch, BSD/OP

RESCINDS : Page 2 of above schedule dtd 17 Dec 63

1. Attached hereto is revised page 2 to Records Control Schedule 40-63 for Incentive Awards Branch, BSD/OP.

2. This page was rewritten in order to change the disposition instructions for Item 4a2, Honor and Merit Award Case Files. These files contain recommendations, notices of award presentation, and background correspondence on individual cases, some of which are of a sensitive nature. All inquiries relating to honor and merit award cases are directed to the Incentive Awards Branch which feels that this material has lasting historical value and should be retained indefinitely.

3. Since there is material awaiting retirement at present, your approval of this amendment in the near future would be appreciated.



RAO/OP

Attachment:

Page 2, amendment
to RCS 40-63, IAB/BSD/OP

APPR



CIA Records Administration Officer

21 May 1965
Date

SECRET

RECORDS CONTROL ROOMS 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Office of Personnel, *Records and Control Div 5 May 1966*
~~Personnel Operations Division~~
 Transactions & Records Branch

Chief, OP/POD/TRB

1 SEP 1965

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES Consists of monthly reports, correspondence and procedures dealing with salary, pay adjustments, personnel processing, service computation, hiring of certain categories of personnel and other material accumulated in the over-all administration of the branch. (1956 -)	2.0	Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in immediate work area.
2.	FITNESS REPORT MACHINE LISTINGS ADPD Job 184 reflects information regarding fitness reports. Information includes individual's name, serial number, DOB, SD, occupation, grade, office of assignment, type of report due, etc. Arranged by office of assignment, grade thereunder. Monthly. (1965 -)	2.5	Temporary. Destroy when six months old.
3.	OFFICIAL PERSONNEL FOLDERS a. Consists of official personnel folders containing papers which completely document the service of an employee - staff employees, consultants, and part-time employees paid on a "when actually employed" basis. Filed alpha by name.	1097.5	Temporary. Upon true separation, screen and destroy duplicate documents and place in inactive file. From time to time files will be retired to Agency Records Center after screening each file for that portion documenting prior Federal Service which will be transferred to Federal Records Center along with a notation regarding individual's Agency employment unless individual has transferred to another Government agency and that Agency has requested the individual's file. The CIA portion of the file will then be forwarded to the

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

Transactions & Records Branch

Item 4. ^{*}Superseded by Item 3 of
Placement Div. Schedule dtd 1 May 68

Item 6 ^{*}superseded by Item 6 of
Placement Div schedule dtd 1 May 68




10 May 68

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	OFFICIAL PERSONNEL FOLDERS (Cont'd)	SECRET	Agency Records Center and destroyed 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner. (Upon separation [] retire to Agency Records Center in entirety. Upon receipt of notification of termination of [] return folder to active file or handle as true separation as appropriate.)
	b. Consists of official folders containing papers which document the employment of native personnel by OO/FBID. Folder includes application for employment, employee agreement, anti-strike affidavit, and personnel actions. Filed by Bureau and alphabetically by name thereunder.	8.0	Temporary. Upon termination of individual's employment, place in inactive file and retire in entirety to Agency Records Center upon accumulation of one foot or more. Retain for same period of time as prescribed in "a" above.
4. X	APPLICANT CONTROL FILE <i>(original and see May 1968 with RD)</i> These 3x5 cards are maintained on all individuals who have applied for Agency employment. Card is used for control purposes and charge-outs during active processing and denotes pertinent information such as any security disapproval, special interest and other information of importance regarding the applicant, including date file sent to RID if applicable or job and box	7.0	Temporary. Cards will be held two years and destroyed on those files forwarded to RID. All other cards will be destroyed when applicant folder is destroyed EXCEPT for the following which will be retained indefinitely in immediate work area: <div></div>
5.	LOCATOR FILE a. Strip file on all retired official personnel files. Strip contains name, DOB, employee serial no., Records Center job and box number. Used for recalling OFF. Filed alphabetically.	.1	Temporary. Retain in immediate work area until file is no longer at Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. Consists of wheeldex cards maintained on Agency employees past and present containing name of employee, office of assignment, blocking information, etc. Used as reference to PI records and as a guide in answering inquiries of credit reference, salary, etc. Color of card indicates amount of information which may be divulged. Filed alphabetically by name.</p>	3.6	Temporary. Disposal not authorized. Retain in immediate work area.
6.4	<p>OFFICIAL APPLICANT FOLDERS (<i>Supervision See note May 1962 RD</i>)</p> <p>Consists of official applicant folders on all individuals who have applied for Agency employment. Folder includes various items of information, such as correspondence and resumes, application for employment, report of interview, personal history statement, and request for security clearance. There are three categories as follows:</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	312.0	<p>Temporary. Material in official applicant file becomes a part of the official personnel folder should individual enter on duty. Cancelled applicant files will be retained as outlined below. (Should file be recalled because of recontact, it will be done so on a permanent basis.)</p> <p>From time to time files will be retired to Agency Records Center and held for a period of two years. At the end of that time, files will be destroyed.</p> <p>File will be forwarded to RID for disposition at time reject letter is sent to applicant.</p> <p>Retire to Records Center from time to time. Hold for five years and forward to Exec. Asst. to D/Pers. for review. If file is still con-</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
7.	<p>SERVICE RECORD CARD FILE (SF-7)</p> <p>Consists of copies of SF-7, Service Record Card, maintained on each staff employee, and consultant. File provides picture of over-all organizational segment and shows such</p>	18.8	<p>Temporary. Disposal not authorized. Upon termination of individual, transfer to inactive file and continue to retain in immediate work area.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<p>information as location of employee, vacancies, pending actions, and names of incumbents of positions. File also provides a summarized record of the employee's service. Service record cards on staff employees and staff agents maintained organizationally; service record cards on consultants maintained alphabetically.</p> <p>EMPLOYEE INQUIRY AND ACTION FILE</p> <p>Consists of Form 81, Record of Inquiry and Data Released, containing a record of information on employees furnished in response to inquiries directed to the Agency. Filed alphabetically by name.</p>	.5	Temporary. Upon termination of individual, transfer to inactive file and continue to retain in immediate work area for five years. At the end of that time, destroy.
9.	<p>PERIODIC STEP INCREASE SUSPENSE FILE</p> <p>a. Consists of Form 560, Notification of Pay Change, which has been preprinted with name of employee, organizational assignment, and effective date of PSI.</p> <p>b. Consists of machine run listing all individuals by organization due for PSI. This listing accompanies Forms 560.</p>	.2 .5	Temporary. Release to Office of Finance one week prior to effective date of PSI. Temporary. Hold six months and destroy.
10.	<p>PERSONNEL ACTION FILE</p> <p>a. Consists of lists used to transmit copies of Form 1150, Notification of Personnel Action, to Office of Finance. File is in two parts - one consisting of retained copies of the transmittals and the other containing the returned signed copies.</p> <p>(1965 -)</p> <p>b. Consists of all copies of Form 1150.</p>	.1 1.0	Temporary. Destroy when three months old. Temporary. Hold two months and destroy.
11.	<p>PROGRAM TAPES</p> <p>These tapes reflect type of action and data needed for computer. These are used in cutting all Forms 1150.</p>	.8	Temporary. Hold until replaced by new system.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
12.	SERIAL NUMEER LISTINGS Consists of listings of EODs containing name of employee, serial number, EOD data, office of assignment, grade, salary, funds, etc. (1964 -)	.5	Temporary. Cut off at end of each year. Destroy one year thereafter.
13.	COURIER RECEIPTS Consists of Form 240, Courier Receipt and Log Record, used to record receipt and dispatch of classified mail.	.1	Temporary. Destroy when three months old.
14.	REFERENCE MATERIAL Consists of Agency regulatory issuances, FPMs, salary tables, machine listings (combined alpha., name changes, and others) as well as miscellaneous material used for background and reference.	13.5	Temporary. Destroy when revised, obsolete, or no longer needed except machine listings which will be returned to Chief, SRB/OP when replaced with new listing.
	<div data-bbox="574 1667 649 1694">APPRO</div> <div data-bbox="647 1589 985 1738" style="border: 1px solid black; width: 208px; height: 71px; margin: 10px auto;"></div>	<div data-bbox="1029 1619 1218 1705" style="text-align: center;">  Date </div> <div data-bbox="979 1713 1027 1736">ficer</div>	<div data-bbox="1550 1591 1583 1617" style="text-align: right;">25</div>
		1468.7	
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

SECRET

IRMS

31 July 1963

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Amendment to Records Control Schedule 40-60,
Benefits and Services Division/Benefits and
Counseling Branch

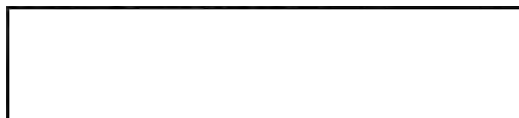
RESCINDS : RCS 40-60, page 26 dtd 10 August 1962

1. Attached hereto is an amendment to Records Control
Schedule 40-60, BSD/BCB.

2. Item 3.5 has been added to the schedule in order that
Department of Labor files on Bureau of Employee Compensation
claims involving Agency personnel may be retired to the Agency
Records Center. At the present time this material is in safes,
provided by the Agency, at the Department of Labor but storage
space is becoming a problem. These cases are sensitive in
nature and, since they involve Agency personnel and are there-
fore classified, must be stored in a secure area. The Depart-
ment of Labor does not have such a facility.

3. In order that this material may be retired in the very
near future, it is requested that you approve the enclosed
amendment at the earliest possible date.

4. The rest of the schedule remains unchanged.



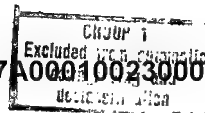
RAO/OP

Attachment:

Amendment to RCS 40-60

25X

SECRET



RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

40-60

CONCURRENCE

OFFICE, DIVISION, BRANCH *P.O.D.*

Personnel, Records and Service Division,
Transactions and Records Branch

SIGNATURE

TITLE

Chief, TRB/RSD

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	BRANCH SUBJECT FILE Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1958-1960)	1.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
2	LEAVE RECORD FILE Consists of SF 1137, Leave Record, maintained for each employee of the Branch as a record of leave taken and accrued. Filed alphabetically by surname.	.1	Temporary. Destroy when leave balance is transferred to new card or employee leaves the Division.
3	OFFICIAL PERSONNEL FOLDER FILE Consists of official personnel folders containing papers which completely document the service of an employee. Each folder consists of two sections; a section comprising permanent documents filed on the right side of the folder, and a section comprising temporary records, filed on the left side of the folder. Filed alphabetically by name. (Current) a. Staff Employee Folders	927.5	9/8/65 fgh (Item 353, RCS 40-57) Temporary. Dispose of in the following manner: 1. Upon true separation. a. Screen and destroy duplicate documents on left side of folder.

SECRET

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>OFFICIAL PERSONNEL FOLDER FILE (Continued)</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>SECRET</p> <p>OFFICE OF PERSONNEL - Records Control Schedule 40-60 (Revised)</p> <p>POD/TRB Person 3</p> <p>Approved: </p> <p>Date : <u>11 JUL 63</u></p> <p>APPROVA N OFFICER, DDS</p> <p>Appro </p> <p>Date </p> <p>SECRET</p>		<p>b. File folders alphabetically by name in an inactive file.</p> <p>c. Cut off inactive file when no longer required for frequent reference and transfer to Records Center. (<u>Portion of file documenting prior Federal service will be transferred to Federal Records Center 30 days after separation of the employee.</u>)*</p> <p>d. Destroy at Records Center 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner.</p> <p>2. Upon true separation when employee transfers to another Federal Agency.</p> <p>a. Remove portion of file documenting Agency service and prepare a transcript of service with CIA. The CIA file will be placed in inactive file pending transfer to Records Center.</p> <p>b. File covering prior Federal service (documented to indicate transcripts for CIA service will be available upon request) will be held 30 days pending request from gaining Agency. If no request is received the file will be sent to the Federal Records Center. (This is in accordance with Special Reference Service Agreement dated 14 Sept 1962 signed by Mr. Ev Alldredge, Deputy Asst Archivist for Records Management.)*</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	<p data-bbox="451 947 1187 978">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p data-bbox="253 978 769 1010">OFFICIAL PERSONNEL FOLDER FILE (Continued)</p> <p data-bbox="315 1251 870 1545">b. Consultants Folders Consists of official folder containing papers which document the affiliation of individuals with Agency as overt consultants. File includes correspondence and related form records pertaining to the justification for consultant, contract and contract agreements, security clearance, and consultants status. Filed alphabetically by name. (Current)</p> <p data-bbox="315 1566 846 1745">c. W.A.E. Folders Consists of official folders containing papers which document the part-time Agency employment of individuals paid on a "when actually employed" basis. Filed alphabetically by name. (Current)</p> <p data-bbox="315 1766 846 1965">d. Control Record - Retired Official Personnel Files Consists of 3 x 2½ Wheeldex cards on Official Personnel Files Retired to the Records Center. Card contains name of the employee, deposit number and box number. The information is used for recalling OPF for temporary loan.</p>	<p data-bbox="870 957 967 1010">SECRET</p> <p data-bbox="902 1766 943 1787">1.0</p> <p data-bbox="886 1986 984 2028">SECRET</p>	<p data-bbox="1000 968 1511 999">3. Upon separation to Staff Agent Status.</p> <p data-bbox="1032 1020 1511 1073">a. File folder alphabetically in inactive file of separated employees.</p> <p data-bbox="1032 1094 1503 1230">b. Upon receipt of notification of termination of Staff Agent status, return folder to active file or handle as true separation as appropriate.</p> <p data-bbox="1000 1241 1560 1346">Temporary. Upon termination of consultants services, place folder in inactive file and dispose of as prescribed in disposition instructions for Official CIA Personnel Files.</p> <p data-bbox="1000 1587 1544 1713">Temporary. Upon final termination of individual's employment place folder in inactive file and dispose of as prescribed in disposition instructions for CIA Official Personnel Files.</p> <p data-bbox="1000 1755 1511 1808">Temporary. Retain in immediate work area until file is destroyed at the Center.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	OFFICE OF PERSONNEL - Records Control Schedule 40-60 (Revised)	00487A000100230003-5	<p>Approved: </p> <p>Date : 11/02/63</p>
4.	<p>PERSONNEL FOLDER LOAN REQUEST FILE</p> <p>Consists of copies of Form 198, Certified Request for Loan, and Form 198a, Certified Report of Transfer. These 3" x 5" cards are used in the charge out and control system for Official Personnel Folders. Arranged alphabetically by name. (Current)</p>	.3	Temporary. Destroy upon return of folder to which card relates.
5.	<p>NATIVE EMPLOYEES FOLDER FILE</p> <p>Consists of official folders containing papers which document the employment of native personnel by OO/FBID. Folder includes application for employment, employee agreement, anti-strike affidavit, and personnel actions. Filed by Bureau and alphabetically by name thereunder. (Current)</p>	2.5	Temporary. Upon termination of individuals employment, place folder in inactive Native Employee file and dispose of as prescribed (Item 355, RCS 40-57)
6.	<p>APPLICANT FOLDER FILE</p> <p>Consists of case files on individuals who have applied for employment with the Agency. Folders include application for employment, report of interview, personal history statement, and request for security clearance. Documents from these folders become a part of the Official Personnel Folder upon entrance on duty of individual. File also contains cases on selected "Fulbright" students. Filed alphabetically by name. (Current)</p>	312.0	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 SECRET		
	OFFICE OF PERSONNEL - Records Control Schedule 40-60 (Revised)		POD/TRB Personnel Files (Revised 6/10/63) Approved: Date : <u>11 Jun 63</u>
6	<p>APPLICANT FOLDER FILE (Continued)</p> <p>a. Consists of (1) complete applications from individuals 21 years old and younger, (2) short form applications (Form 444a), and (3) correspondence and resumes from potential applicants, all of whom have been rejected. Documents from these folders become part of the official personnel file should the individual enter on duty.</p> <p>b. Consists of (1) complete applications from individuals over 21 years old, (2) special interest applications (Congressional, White House, etc.), and (3) security, medical and panel disapprovals, all of whom have been rejected. Documents from these folders become part of the official personnel file should the individual enter on duty.</p> <p>c. Consists of coded applications from individuals deemed to be of potential future interest to the Agency in either a staff or contract status. Documents from these folders become part of the official personnel file should the individual enter on duty.</p>		<p>The files will be retired to Records Center under a single deposit each year between six months and a year after date of last contact. They are to be destroyed 31 December two years from the end of the calendar year in which deposited. (All deposits will be so marked.) If a file is recalled because of recontact with the applicant, it will be deleted from that deposit and redeposited under subsequent deposit as appropriate.</p> <p>The files will be retired to Records Center under a single deposit each year between six months and a year after date of last contact. They are to be destroyed 31 December four years from the end of the calendar year in which deposited. (All deposits will be so marked.) If a file is recalled because of recontact with the applicant, it will be deleted from that deposit and redeposited under subsequent deposit as appropriate.</p> <p>The files will be retired to Records Center once each year in a single deposit during the third year from date of last contract. Five years from date of deposit, the complete deposit is to be returned to OP/POD/TRB for review by OP/POD/QAB to determine whether the files should be retained in a coded status or deleted and destroyed.</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 SECRET		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	<p>SERVICE RECORD CARD FILE</p> <p>Consists of copies of SF-7, Service Record Card, maintained on each Staff employee, staff agent, and overt consultant. The file provides a current picture of each Organizational segment and shows such information as location of employees; vacancies pending actions; and names of incumbents of positions. The file also provides a summerized record of the employees service.</p> <p>a. Service Record Cards on staff employees and staff agents. Filed organizationally. (Current)</p> <p>b. Service Record Cards on overt consultants. Filed alphabetically by name. (Current)</p>	<p>23.0</p> <p>.1</p>	<p>Temporary. Destroy when 10 years old. Upon separation of employee, transfer to inactive file and retain in immediate work area for 10 years.</p> <p>Temporary. Destroy when 10 years old. Upon termination of consultants services, transfer to inactive file and retain in immediate work area for 10 years.</p>
8	POSITION IDENTIFICATION STRIPS		Temporary. Destroy when position is cancelled or new strip is prepared.
9	<p>APPLICANT CONTROL FILE</p> <p>This card file is used for control of Applicant Files during active processing period and shows ultimate disposition of the File.</p> <p>a. 3 x 5 cards are prepared when file is established and is used for Control and Charge-outs during active processing of the applicant.</p>	44.3	Temporary. Destroy upon EOD of the applicant or preparation of Form 37, Record of Destroyed Applicant File.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	<p>Approved For Release 2005/11/21 : CIA-RDP80-010487A000100230003-5</p> <p>APPLICANT CONTROL FILE (Continued)</p> <p>b. Interview Report Card.</p> <p>c. Form 37, Record of Destroyed Applicant File</p> <p>d. Form 38, Contact Letter Control</p>	SECRET	<p>Temporary.* Screen cards in file and destroy all except those which contain sufficient information to indicate:</p> <ul style="list-style-type: none"> (1) a possible security problem (2) a marked personality problem (3) that applicant possessed potential qualifications or abilities required by the Agency. <p>Temporary.* Screen cards in file and destroy all except those which indicate:</p> <ul style="list-style-type: none"> (1) security disapproval (2) medical disapproval (3) panel disapproval (4) high-level interest, either inside or outside Agency <p>Temporary. Destroy when 3 months old if no reply to correspondence has been received.</p>
10	<p>APPLICANT TICKLER FILE</p> <p>Consists of 3" x 5" cards prepared on selected applicants and used as a follow-up. The cards are prepared in response to requests from offices which desire to have an applicant's folder forwarded at a specified future date. Filed chronologically by date of follow-up.</p> <p>(Current)</p>	.1	<p>Temporary. Destroy after folder has been forwarded to appropriate office.</p> <p>* The cards retained will be destroyed at end of 10 years.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
11	<p>EMPLOYEE LOCATOR FILE - Wheeldex</p> <p>Consists of cards maintained on employees of the Agency containing name, office to which assigned, etc. Cards are used as basic reference to PI records in locating office of assignment and as a guide in answering inquiries on credit references, salary, etc. The color of the card indicates the amount of information which can be divulged. Filed alphabetically by name.</p>	6.0	Temporary. Disposal not authorized; retain in current files area indefinitely.
12	<p>EMPLOYEE INQUIRY AND ACTION FILE</p> <p>Consists of Form 81, Record of Inquiry and Data Released, containing a record of information on employees furnished in response to inquiries directed to the Agency. Used to determine what information has been furnished previously. Filed alphabetically by name.</p> <p>(1956-1960)</p>	4.0	Temporary. Destroy when 10 years old. Cut off file at end of each year; retire to Records Center 1 year thereafter. This file is to be made available to authorized members of Central Cover Division upon request.
13	<p>PERSONNEL ACTION FILE (Status Unit)</p> <p>Flex-o-writer tapes which are cut when Personnel Action is prepared for use in automatically pre-printing subsequent action on an employee. These tapes contain personnel data which will be transcribed to the "From" section on the personnel action change. Tapes are placed in a special holder and filed alphabetically.</p> <p>(1958-1960)</p>	8.0	Temporary. Destroy upon preparation of new tape.

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP87A000100230003-5		
14	PERSONNEL ACTION TRANSMITTAL FILE Consists of lists used to transmit copies of Form 1150, Notification of Personnel Action, to the Office of the Comptroller. The file is in two parts; one consisting of retained copies of the transmittals and the other containing the return signed copies. (1959-1960)	1.0	Temporary. Destroy when 6 months old.
15	POSITION INVENTORY SUBJECT FILE Consists of correspondence, reports, and other papers accumulated in the general administration of the Position Inventory Section. Filed alphabetically by subject. (1958-1960)	1.8	Temporary. Destroy when 2 years old. Cut off at end of each year; destroy 2 years thereafter.
16	PERIODIC STEP INCREASE SUSPENSE FILE Consists of Form 560, Notification of Pay Change which has been pre-printed with name of employee, organizational assignment and the effective date of the PSI. These forms are retained and released to the appropriate Pay Roll Section for processing the PSI at a specified time. A listing by organization is also received with the pre-printed forms.	.5	Temporary. Hold two months, then release to Pay Roll Section, Office of the Comptroller unless otherwise instructed. The IBM listings are destroyed 2 months after effective date of the PSI.
17	IBM ROSTERS FOR BACKGROUND WORKING FILES Consists of special lists, rosters, etc., which are used by TRB as reference material in accomplishing the responsibilities of the Branch. These rosters consist of such items as: Name Change Listings, Combined Alphabetical Rosters, Position Control Register, Organizational Codes, Accessions and Separations, etc.	2.0	Temporary. Destroy when superseded or obsolete.
	Approved For Release 2005/11/21 : CIA-RDP87A000100230003-5		

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO. 40-60
CONCURRENCE

OFFICE, DIVISION, BRANCH
Personnel, Records and Services Division,
Transaction and Records Branch,
Correspondence Section

SIGN
TITL Chief, Corres. Sec.

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	CORRESPONDENCE SECTION SUBJECT FILE Consists of correspondence, reports and other papers accumulated in the general administration of the activities of the Branch. Filed by subject. (1958-1960)	1.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
2	CORRESPONDENCE FILE Consists of one copy of each letter prepared by the Section in the performance of its correspondence function for the Office of Personnel. This correspondence is of a routine nature, such as notifications of processing, requests for additional information, and notice of rejection. These copies are maintained for convenience of reference, the record copy being maintained in the appropriate case file. Filed in two categories (applicant cases and processing cases), and alphabetically thereunder by name of addressee. (1959-1960)	6.0	Temporary. Destroy when 6 months old. (Maintain a 6 month level; thereafter destroy oldest month after filing current month.)
3	SELECTED CORRESPONDENCE FILES Consists of copies (in addition to those in the Correspondence File) of correspondence selected for possible later use as guides in the preparation of similar letters. The majority of this correspondence was prepared for personnel signature of the Director of Personnel, the DCI and DDCI. Filed chronologically. (1958-1960)	.5	Temporary. Destroy when no longer needed for reference purposes.

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>SAMPLE BOOKS</p> <p>Consists of loose-leaf binders containing copies of sample letters used as guides in preparing routine correspondence. A reference copy of these guides is maintained by each person responsible for correspondence preparation. Filed numerically by code number assigned each letter. (Current)</p>	4.0	Temporary. Destroy when superseded or obsolete.
5	<p>ACTIVITY REPORTS FILE</p> <p>Consists of daily, weekly, and monthly Branch activity reports. The daily report serves as a worksheet for the preparation of the weekly report which is in turn summarized in the monthly report. Filed by type of report and chronologically thereunder. (1959-1960)</p>	.4	Temporary. Destroy daily reports every 3 months; destroy weekly and monthly reports when no longer needed for reference purposes.
6	<p>FLEXOWRITER TAPES</p> <p>Consists of Flexowriter tapes used in preparing routine letters. Also includes some Robotyper rolls used for the same purpose. Arranged numerically by code number assigned to each letter. (Current)</p>	2.0	Temporary. Destroy when superseded or obsolete.
7	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	2.0	Temporary. Return to Library when no longer needed for reference purposes.
8	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as CIA Regulations and Notices, OP Memorandums, and similar reference material.</p>	1.0	Temporary. Destroy when no longer needed for reference purposes.

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Records Control Schedule

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SCHEDULE NO.
487A000100230003-5

40-60

OFFICE, DIVISION, BRANCH

Personnel, Personnel Operations Division
Recruitment Branch
Professional 1-25-63-CD

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25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	BRANCH SUBJECT FILE Consists of correspondence, reports, and other papers pertaining to the operation of a recruitment activity in the specialized profession, technical, [redacted] and JOT Program. (1958-1960)	2.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.) (Item 91, RCS 40-57)
2	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter).
3	ADMINISTRATIVE ISSUANCES FILE Consists of copies of CIA Regulations and Notices, POD, SRB memorandums. Filed chronologically or numerically as appropriate.	1.0	Temporary. Destroy when superseded or obsolete.
4	PERSONNEL REQUISITION FILE Consists of copies of Form 1078, Personnel Requisition Inventory Card. These 3 x 5 cards represent recruitment requests initiated by the various Offices and are used in furnishing copies to recruiters to serve as guides for recruiting. Arranged by requesting office and numerically thereunder. (1958-1960)	.5	Temporary. Destroy when request is filled or cancelled.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	<p>UNIVERSITY CONSULTANT FILES</p> <p>Consists of case files on consultants affiliated with colleges and universities. Contain justification for consultant, personal, service contract, request for personnel action, travel voucher, travel expense record, and related correspondence. This information is utilized in the administration of consultants who serve as referral agents or "spotters" in the search for promising students for possible Agency employment. Filed alphabetically by surname.</p> <p>(Current)</p>	1.0	<p>Temporary. Destroy 5 years after termination of services. (Place in inactive file upon termination of services and destroy 5 years thereafter unless file is reactivated).</p>
6	<p>UNIVERSITY CONSULTANTS SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers pertaining to the utilization of university consultants including recommendations for FY 1960. This file is related to the above item and contains subject matter too broad to be filed individual consultant. Filed by subject.</p>	.2	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
7	<p>UNIVERSITY LEAD/SOURCE FILE</p> <p>Consists of case files on colleges and universities. Contains correspondence, reports of interview, reports of contact on leads or sources, and other papers pertaining to the utilization of specific college leads and sources. Filed alphabetically by name of college.</p> <p>(1957-1960)</p>	4.0	<p>Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.) (Item 101, RCS 40-57)</p>

Approved For Release 2005/11/21 : CIA-RDP80-0187A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	<p>REPORT OF INTERVIEW FILE</p> <p>Consists of extra copies of Form 182, Report of Interview, prepared by the recruiter on each contact interviewed. Provides a record of all interviews conducted by each recruiter. Filed alphabetically by recruiters name and thereunder by name of contact. (1959-1960)</p>	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter. (Item 105, RCS 40-57)
9	<p>INDICES CHECK FILE</p> <p>Consists of Form 491, Request for Indices Check, requesting security clearance to contact an individual for possible Agency employment or to use an individual as a lead/source. Filed by status of the request (pending or completed) and thereunder alphabetically by surname. (1957-1960)</p>	.1	Temporary. Destroy 3 years after receipt of completed request. (Cut off "completed" file at end of each year; destroy 3 years thereafter.)
10	<p>LANGUAGE TEST FILE</p> <p>Consists of copies of foreign language reading tests used by recruiters for testing field contacts. Include both the foreign and English texts. Filed alphabetically by language.</p>	1.5	Temporary. Destroy when superseded or obsolete.
11	<p>RECRUITER' ACTIVITY FILE</p> <p>Consists of case files on SRB recruiters. Includes correspondence to and from the recruiter, notes on telephone conversations, assignments, activity reports, and other papers pertaining to the recruiters activities. Filed alphabetically by surname of recruiter. (1957-1960)</p>	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

Approved For Release 2005/11/21 : CIA-RDP78-02787A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12	<p>RECRUITERS' TRAVEL FILE</p> <p>Consists of case files on recruiters travel. Includes travel orders, travel vouchers, mileage work sheets, statement of accounts, requests for advance of funds, and related papers. Filed alphabetically by surname of recruiter.</p> <p>(1958-1960)</p>	1.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
13	<p>PERSONNEL FOLDER LOG</p> <p>Consists of 3 x 5 cards which contain a record of the receipt and dispatch of Personnel Folders charged to the Branch.</p> <p>(1957-1960)</p>	.1	<p>Temporary. Destroy when 1 year old. Cut off at end of each year; destroy 1 year thereafter.)</p>
14	<p>RECRUITERS' WORKING FILES</p> <p>Consists of copies of correspondence, interviews, tests, college brochures, regulations, newsletters, and other papers collected and maintained by individual recruiters. Files maintained for background information and reference purposes. Filing arrangement varies with each file.</p> <p>(1957-1960)</p>	1.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

RECORDS CONFIDENTIAL 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

40-60

OFFICE, DIVISION, BRANCH

Personnel, Personnel Operations Division,
Field Recruitment Branch, Clerical Section

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25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	SECTION SUBJECT FILE Consists of correspondence, directive reports, and other papers pertaining to the operation of a recruitment activity for Agency clerical positions. Filed alphabetically by subject.	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.) (Item 114, RCS 40-57)
2	APPLICANT SUSPENSE FILE Consists of case files on possible employees. Includes Form 1152a, Request for Personnel Action; Form 377, Request for Security Clearance; Form 444 Personal History Statement, and related papers. Serves as a suspense file until determination is made as to whether or not individual is an active candidate for employment. Filed alphabetically by name of recruiter and thereunder by surname of applicant. (1959-1960)	.7	Temporary. Transfer to CAB if individual is active candidate for employment or returned inactive to R & SD; destroy all others.
3	REPORT OF INTERVIEW FILE Consists of Form 182, Report of Interview, memorandums and related papers which provide a record on each contact interviewed and the disposition of each case. Filed alphabetically by recruiter and by name thereunder by name of contact. (1959-1960)	1.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>RECRUITERS' WORKING FILE</p> <p>Consists of case files on recruiters' activity and schedule. Includes travel orders, travel vouchers, mileage work sheets, statements of accounts, requests for advance of funds, and related papers. Filed alphabetically by name of recruiter.</p>	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
5	<p>RECRUITERS' ORIENTATION FILE</p> <p>Contains pertinent memorandums, directives, qualification standards, guide lines, salary rates, recruitment publicity, instructions and blank forms used in field recruitment. This material is prepared in sets of 12 to 15 copies for use in recruitment conferences and in orienting new recruiters. (Current)</p>	1.0	Temporary. Destroy when superseded or obsolete.
6	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1969)</p>	.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
7	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published materials such as regulations, notices, handbooks, OPM's, etc. maintained for reference purposes.</p>	1.0	Temporary. Destroy when superseded or obsolete.
8	<p>LEAD/SOURCE FILES</p> <p>Consists of 5x8 card files giving data on sources used in recruitment of personnel. Filed alphabetically by state and thereunder alphabetically by city and source. (Current)</p>	4.0	Temporary. Additional information added annually. Destroy when obsolete.

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RECORDS CONTROL Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

SCHEDULE NO. 40-60
87A000100230003-5

OFFICE, DIVISION, BRANCH

Personnel, Personnel Operations Division,
Departmental Recruitment Branch
Washington

SIGNATURE

TITLE

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

REPORT OF INTERVIEW FILE

Consists of Form 182, Report of Interview, Form 182a, VITA, and related papers which provide a record of all applicants interviewed and the disposition of each case made by the Branch. The file contains copies of Form 182 on applicants who are acceptable, and Form 182a on those rejected. Filed alphabetically by surname.

(1958-1960)

8.0

Temporary. Destroy when 2 years old. Cut off at end of 1 year, destroy 1 year thereafter.

2

PERSONNEL REQUISITION FILE

Consists of copies of Form 1078, Personnel Requisition Inventory Card. These 3 x 5 cards represent recruitment requests initiated by the various offices and serve as a guide for recruiting. Consists of three sets filed by serial number, unit code, and specialization code.

(Current)

.3

Temporary. Destroy when cancelled or superseded.

3

APPLICANT FOLDER LOG

Record of the receipt, and dispatch of all applicant folders charged to the Branch. Contains name of applicant, name of requestor, disposition, and date. Filed alphabetically by name of applicant.

(1957-1960)

.2

Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>TIME AND ATTENDANCE FILE</p> <p>Consists of a record of overtime worked and leave taken by employees of the Branch. Filed alphabetically by surname. (1958-1960)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
5	<p>RECRUITERS' WORKING FILES</p> <p>Consists of copies of correspondence, regulations, notices, statistical reports, test material, and other papers collected and maintained by individual recruiters. Files maintained for background information and reference purposes. Filing arrangement varies with each file.</p>	2.0	Temporary. Destroy when no longer needed for reference purposes.
6	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as CIA Regulations and Notices, PPD Memorandums and Newsletters, and brochures.</p>	2.4	Temporary. Destroy when no longer needed for reference purposes.
7	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc. maintained for reference purposes.</p>	.4	Temporary. Return to Library when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

3 May 1966

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Name Change and Transfer of Clerical Assignment
Branch, PD/OP

REFERENCE : Records Control Schedule 40-64

Effective 20 April 1966 the Clerical Assignment Branch was transferred to the Recruitment Division and was redesignated the Clerical Staffing Branch. It is requested that this change be reflected on Records Control Schedule 40-64.



RAO/OP

Distribution:
Orig & 1 - Addressee

25X

SECRET

Sde 40-64

8 May 1964

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Personnel Operations Division/OP

SUBJECT : Records Control Schedule 40-64 for OP/POD/Statistical Reporting Branch

RESCINDS : Records Control Schedule 40-60, pages 112-117

1. Attached hereto is Records Control Schedule 40-64 for OP/POD/Statistical Reporting Branch.

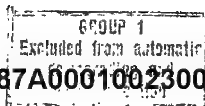
2. This schedule was rewritten to reflect the current categories of records maintained by the branch. Disposition instructions on certain items have been changed where deemed appropriate. Since the Statistical Reporting Branch is the office of record of all Agency statistical material, permanent retention has been made of certain items.

3. It will be necessary to recall two of the jobs presently stored at Records Center for review and resubmission where necessary upon approval of this schedule since categories with different disposition instructions are presently stored under the same job number. In order to accomplish this, your approval of this schedule would be appreciated as soon as possible.

RAO/OP

Attachment:
RCS 40-64 for OP/POD/SRB

25X



RECORDS CONTROL SCHEDULE 505/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

21MS

25X

OFFICE, DIVISION, BRANCH

Office of Personnel, Personnel Recruitment Division

Recruitment & Officer Placement Div
25 June 65
Recruitment Div. 5 May 1966

Chief, PRD/OP

2 MAY 1964

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. DIVISION SUBJECT FILES

a. Consists of inter-office memoranda, monthly statistical reports as well as special reports and studies, Agency recruitment advertisements and current working papers pertaining to the over-all operation of recruitment including the JOT and one-hundred universities programs.
(1960 -)

11.7

Temporary. Screen periodically. Retain in current files area as long as needed.

b. Consists of requests for administrative services, budgetary estimates, chrono files and other routine administrative material.

2.0

Temporary. Destroy when two years old.

2. APPLICANT SUSPENSE FILE

a. Consists of case files on applicants that have been referred to recruiters for further information. Filed alphabetically by recruiter.
(Current)

3.0

Temporary. Upon receipt of all information from recruiter, return file to interested component.

b. Consists of 5x8 cards which contain a record of receipt and dispatch of applicant files charged to the division.

.7

Temporary. Destroy upon cancellation or entrance on duty.

c. Consists of 3x5 abstract slips which serve as cross reference to 2b. These abstracts are filed by office of interest.

.2

Temporary. Destroy when one year old.

d. Consists of 3x5 abstract slips which serve as cross reference to these abstracts are filed by office of interest.

.1

Temporary. Destroy when two years old.

APPROVED

Approved For Release 2005/04/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
3.	<p>REPORT OF INTERVIEW FILE</p> <p>a. Consists of Form 1667a, Report of Interview, prepared by recruiter on each candidate that has completed application forms. This file provides a record of all recommended candidates. Filed alphabetically by applicant's name.</p> <p>b. Consists of Form 1667b, VITA, used by Washington Recruitment Office in interviewing all applicants. Filed alphabetically by applicant's name.</p>	11.8	<p>Temporary. Cut off each year. Destroy when two years old.</p> <p>Temporary. Destroy upon receipt of application forms. Otherwise, destroy after eighteen months.</p>
4.	<p>RECRUITMENT REQUISITION FILE</p> <p>Consists of Form 1078, Recruitment Requisition. This form is used in furnishing recruiters guides for recruiting. Filed by office.</p>	.2	<p>Temporary. Destroy when request is filled or cancelled.</p>
5.	<p>UNIVERSITIES PROGRAM FILE</p> <p>a. Consists of case files on university associates. Files contain justification for associate, personal service contract, request for personnel action, travel vouchers, travel expense records, and related correspondence. Filed alphabetically.</p> <p>b. One hundred universities reports consist of requirements, background information as well as final report prepared by associates and senior Agency officials evaluating various colleges and universities. Filed by geographic location.</p>	1.5	<p>Temporary. Upon termination of associate, forward file to OP/File Room for disposition.</p>
6.	<p>RECRUITER FILES</p> <p>a. Consists of correspondence, memoranda, and other papers pertaining to field activities of individual recruiter. Filed alphabetically.</p>	.5	<p>Temporary. Screen upon reassignment or termination of recruiter. Destroy material no longer needed. Transfer remainder of material to appropriate file.</p>
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p>		
	<p>b. Consists of travel case files on re- cruiters. Included are travel orders, vouchers, statement of accounts, requests for advance of funds and related papers. Filed alphabetically.</p>	.8	Temporary. Destroy material more than two years old.
	<p>c. Consists of logistical files for each recruiter. Included in this file is all equip- ment and supplies charged to each individual.</p>	.2	Temporary. Screen upon reassignment or termination of recruiter. Destroy material no longer needed. Transfer remainder of material to appropriate file.
	<p>d. Consists of Form 548, Recruitment Cost Activity Record, on each recruiter. This form reflects the productivity and expense record of each recruiter. Monthly reports are furnished to Chief, PRD from this information.</p>	.2	Temporary. Destroy one year after termination of individual.
7.	<p>LEAD/SOURCE FILE</p> <p>Consists of case files on colleges and universities, technical, secretarial and high schools. Contain correspondence, reports of contact and other papers pertaining to the utilization of specific leads and sources.</p>	2.6	Temporary. Screen periodically. Destroy material no longer needed.
8.	<p>SPECIAL INTEREST FILE</p> <p>Consists of 3x5 cards on individuals who are referred to the Agency by Congressmen, the White House, and other high echelon requiring special attention.</p> <p>(1961 -)</p>	.2	Temporary. Hold in current files area.
9.	<p>STANDBY RESERVE FILE</p> <p>Consists of 3x5 card file with pertinent data on former Agency employees with a speciality who may be contacted in case of national emer- gency. Filed by recruiter and alphabetically thereunder.</p>	.1	Temporary. Hold in immediate work area.
10.	<p>MACHINE LISTING - Job 157</p> <p>Consists of information with regard to appli- cants in process.</p>	.7	Temporary. Retain for six months and destroy.
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	<p>TEMPORARY FIELD SECRETARIES FILE</p> <p>Consists of case files on individuals being processed for employment in [redacted] offices as well as files on individuals presently employed.</p> <p>(Current)</p>	.5	<p>Temporary. Upon cancellation or termination of individual, forward file to CPD for its disposition.</p>
12.	<p>HANDICAP MATERIAL</p> <p>This file consists of brochures and pamphlets and other material dealing with the President's Committee on the Handicapped. This material is maintained by this office as a member of the division is on the Presidential Committee.</p>	.5	<p>Temporary. Screen periodically. Destroy material which has been superseded, obsolete, or no longer needed.</p>
13.	<p>REFERENCE MATERIAL</p> <p>Consists of certain Agency regulatory issuances as well as Office of Personnel issuances, brochures, guides, library books and other published material used as reference material.</p>	7.2	<p>Temporary. Return library books to OCR Library when no longer needed. Destroy other material when superseded, obsolete, or no longer needed.</p>
		46.5	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>OFFICIAL PERSONNEL FOLDER FILE (Continued)</p> <p><i>Revised.</i> <i>Underlined portions</i> <i>deleted</i></p>	<p>SECRET</p>	<p>b. File folders alphabetically by name in an inactive file.</p> <p>c. Cut off inactive file at end of each year and transfer to Records Center 1 year thereafter. (<u>Portion of file documenting prior Federal service will be transferred to Federal Records Center 30 days after separation of the employee.</u>)*</p> <p>d. Destroy at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner.</p> <p>2. Upon true separation when employee transfers to another Federal Agency.</p> <p>a. Remove portion of file documenting Agency service and prepare a transcript of service with CIA. The CIA file will be placed in inactive file pending transfer to Records Center.</p> <p>b. <u>File covering prior Federal service and transcript covering CIA service will be held 30 days pending request from gaining Agency. If no request is received, the file will be sent to Federal Records Center.*</u></p> <p>*NOTE: Underlined portion is procedure now being followed by OP, however, this is still under advisement by the Records Management Staff.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	OFFICIAL PERSONNEL FOLDER FILE (200511021): CIA-RDP78-00487A000100230003-5	SECRET	<p>b. File folders alphabetically by name in an inactive file.</p> <p>c. Transfer to the Agency's Records Center 30 days after separation.</p> <p>d. Destroy at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner.</p> <p>2. Upon true separation when employee transfers to another Federal Agency.</p> <p>a. Remove portion of file documenting Agency service and prepare a transcript of service with CIA. The CIA file will be placed in inactive file pending transfer to Records Center.</p> <p>b. File covering prior Federal service and transcript covering CIA service will be held 30 days pending request from gaining Agency. If no request is received the file will be sent to CIA Records Center.</p>

See. Rec. POD - Trans & Rec'd Branch

Received - 6-11-63

o/pers.

6/13

Ref

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
4	PERSONNEL FOLDER LOAN REQUEST FILE Consists of copies of Form 198, Certified Request For Loan, and Form 198a, Certified Report of Transfer. These 3" x 5" cards are used in the charge out and control system for Official Personnel Folders. Arranged alphabetically by name. (Current)	.3	Temporary. Destroy upon return of folder to which card relates.
5	NATIVE EMPLOYEES FOLDER FILE Consists of official folders containing papers which document the employment of native personnel by OO/FBID. Folder includes application for employment, employee agreement, anti-strike affidavit, and personnel actions. Filed by Bureau and alphabetically by name thereunder. (Current)	2.5	Temporary. Upon termination of individuals employment, place folder in inactive Native Employee file and dispose of as prescribed for Official Personnel Files. (Item 355, RCS 40-57)
6	APPLICANT FOLDER FILE Consists of case files on individuals who have applied for employment with the Agency. Folders include application for employment, report of interview, personal history statement, and request for security clearance. Documents from these folders become a part of the Official Personnel Folder upon entrance on duty of individual. File also contains cases on selected "Fulbright" students. Filed alphabetically by name. (Current)	338.0	Temporary. Screen annually and destroy those indicating a period of 2 years since date of last interest, except those whose qualifications have been coded or those with a suspense notation for retention due to security, medical or congressional interest factors, which will be destroyed 5 years after date of last contact unless otherwise noted. (Item 356, RCS 40-57)

SECRET

SECRET

*Revised 6-13-56
o/Bus.
6-13
RD.*

14 May 1968

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Control Schedule 40-68 for Placement
Division, Office of Personnel

RESCINDS : Records Control Schedule 40-64 for OC/POD/OP ✓
Records Control Schedule 40-64 for PB/POD/OP ✓
Records Control Schedule 40-64 for TRB/CD/OP,
Items 4 and 6 only

1. Attached hereto is revised Records Control Schedule for
Placement Division, Office of Personnel.

2. The Placement Division schedule was rewritten to reflect
the up-to-date functions of the branch, including the recent trans-
fer of the applicant files, and to combine schedules formerly main-
tained at the branch level. At present the division is comprised
of the following offices:

Applicant Selection Branch
Correspondence and Applicant Files Branch
CTP Selection Branch
Employee Assignment Branch

3. Early approval of this schedule will be appreciated.



RAO/OP

Attachment:
RCS 40-68 for
Placement Division/OP

APPROVED:



CIA Records Administration Officer

icer

17 May 1968
Date

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Personnel/Salary & Wage Division

Position Mgt and Compensation Dir

Chief, SWD/OP

16 MAR 1964

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

DIVISION SUBJECT FILES

a. Consists of policy planning documents, reports, staff studies, and other papers used in the administration of the Salary & Wage Division. Included in this file is correspondence, copies of directives and laws involving supergrade positions, wage administration and the Agency's program of position evaluation.

10.3

Temporary. Screen periodically. Retain material of continuing need in immediate work area until no longer needed for current reference. Retire to Records Center and hold for five years. Then return to originator for review and resubmission if necessary.

b. Consists of weekly activity reports prepared by branches containing statistics on position audits, T/O changes, etc. as well as chrono files, requests for administrative support and services and other routine matters.
(1963 -)

3.5

Temporary. Cut off annually. Destroy one year thereafter.

2.

POSITION DESCRIPTION FILE

a. Consists of Forms 387 and 2139, Position Description forms, on all positions, including supergrade. Filed organizationally and by grade thereunder.
(Current)

32.5

Temporary. When position is abolished or description becomes obsolete, destroy extra copies. Place obsolete job description in inactive file and hold for five years. Destroy at the end of this time.

b. Job Information File consists of correspondence relating to position descriptions, including requests for upgrading, transfers, etc. as well as background information such as job comparisons and statistics. Filed organizationally and chronologically.

13.3

Temporary. Cut off annually. Retire to Records Center when five years old and hold for five additional years. At the end of this time material will be returned to originator for review and resubmission if necessary.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>POSITION AND QUALIFICATION STANDARDS FILE</p> <p>a. Consists of "Occupational Handbook of Classification Titles and Codes." Handbook was developed to serve as a working media for assignment of standard titles and codes to Agency positions for the occupational coding of employee qualifications and as a reference to position statistics. Arranged by occupation code number. Also included are reproduction negatives for the occupational handbook.</p> <p>b. Consists of copies of Agency position and qualification standards. These standards were developed to serve as working guides for determination of title, occupational code, grade of Agency position and for determination of appropriate qualifications of individuals assigned to positions. Arranged by occupational code number.</p>	3.0	Temporary. Retain one copy for historical purposes. Destroy remaining copies when reissued.
4.	<p>MACHINE LISTINGS</p> <p>a. Consists of information on Agency grade utilization and number of incumbents in each grade. Listing is used for comparison of grade structure in this Agency with that of other agencies and for preparation of statistics on grade average by position.</p> <p>b. Consists of occupational categories of Agency positions. Listing reflects standard Agency titles, code numbers, and grade range. Used as working media in comparing Agency titles and codes with those of Civil Service Commission for possible Agency conformance. Published quarterly.</p>	1.5	Temporary. Hold in current files area indefinitely.
		1.0	Temporary. Destroy upon receipt of new listing.
		.5	Temporary. Destroy upon receipt of new listing.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	c. Contains information which identifies the position number, organizational location, and classification of each position on the Agency T/O. Maintained to facilitate reference to Agency positions and for assigning numbers to new positions.	.2	Temporary. Destroy upon receipt of new listing.
	d. Consists of Agency Position Control Register which contain rosters of approved Agency positions and names of incumbents. Published monthly. Distributed quarterly.	3.3	Temporary. Retain six months and destroy.
	e. Listing of supergrade positions used in furnishing information to Deputy Directors and Director of Personnel on utilization and status of each position. Filed organizationally and chronologically.	.2	Temporary. Disposal not authorized. Hold in immediate work area indefinitely.
5.	STAFFING COMPLEMENT CHANGE AUTHORIZATION, FORM 261		
	a. Consists of signed copies of Form 261 along with authorizing document. Filed by office chronologically. (1961 -)	4.5	Permanent. Place in file of completed requests upon final authorization. Upon accumulation of one foot of completed requests two years or older, retire to Records Center.
	b. Consists of a loose-leaf binder containing a record of the receipt and dispatch of Form 261. Filed chronologically.	.1	Temporary. Destroy when one year old.
6.	SURVEY REPORTS FILE		
	Survey reports file consists of working papers, functional statements, analysis of position grade structures and position titles, brief statements of duties and responsibilities as well as SWD recommendations. Actual report is used as reference and serves as a basis for preparation of position descriptions. Filed alphabetically by office.	5.0	Temporary. Screen upon completion of survey and destroy working papers. Reports will be held in immediate work area until complete report is replaced by current material at which time superseded report will be destroyed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
7.	WAGE ADMINISTRATION FILE		
	<p>Consists of copies of wage schedules, copies of notifications of approval of schedules, lists of pay rates forwarded to [redacted] and related correspondence. Information includes locality wage rates for specific occupations such as trade or craft, consultants, indigenous labor, etc. Wage schedules are reviewed and approved for Agency use. Filed organizationally. (1954 -)</p>	3.0	<p>Temporary. Destroy extra copies when superseded or obsolete. Retain one copy for reference purposes of all schedules which will be retired to Records Center when at least six years old. Hold at Records Center for twenty years and return to originator for review and disposition.</p>
8.	REFERENCE MATERIAL		
	<p>Consists of library books, Agency regulatory issuances as well as OP memoranda, the FPM, CSC position classification standards, material relating to supergrade structure in other Government agencies as well as other guides used as background and reference.</p>	46.8	<p>Temporary. Library books should be returned to OCR when no longer needed. Destroy other material when obsolete, superseded or no longer needed.</p>
		128.7	
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

40-60

OFFICE, DIVISION, BRANCH

Personnel, Salary and Wage Division, Intelligence and Support Branch

TITLE

DATE

for C/ISB

7/1/60

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

BRANCH SUBJECT FILE

Consists of correspondence, reports, studies, wage board reference material, and other papers accumulated in the general administration of a program of position evaluation and wage administration for the DDS & DDI Area. Filed alphabetically by subject.

(1958-1960)

1.5

Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except current policies and procedures which will be placed in current files.)

2

CONVENIENCE FILE (reading)

Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.

(1958-1960)

.3

Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

3

TABLE OF ORGANIZATION FILES

Consists of extra copies of the Agency T/O Position Evaluation Officers used as working copies. The T/O's are used for reference to official position titles, position numbers, unit strength, etc. Authorized changes to the T/O's are noted on these copies for use in verifying the revised T/O.

(current)

2.0

Temporary. Destroy upon verification of revised T/O.

SECRET

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
4	<p>POSITION DESCRIPTION FILES</p> <p>Consists of Form 387, Position Description, with related correspondence and reports. The files contain the record copy of the description and other information on each position in the DD/S and DD/I area.</p> <p>a. Current Files. Consists of the current position descriptions and related papers maintained by the individual position evaluation officer. Filed organizationally and by position number thereunder. (1952-1960)</p> <p>b. Obsolete Files. Consists of the position descriptions removed from the above file. Filed organizationally and by position number thereunder. (1958-1960)</p>	14.0	Temporary. When position is abolished or description becomes obsolete, place in Obsolete File and destroy related papers.
5	<p>POSITION NUMBER REGISTER</p> <p>Consists of machine listings containing information which identifies the position number, organizational location, and classification of each position on the Agency T/O. Files are maintained to facilitate reference to Agency positions and for assigning numbers to new positions.</p>	.1	Temporary. Destroy upon receipt of current listings.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	<p>POSITION EVALUATION SURVEY FILES</p> <p>Consists of correspondence, survey reports, functional statements, drafts, etc., accumulated by the Position Evaluation Officers while conducting surveys. Information includes analysis of position grade structures position titles, statements of duties and responsibilities, etc. Files serve as reference and as a basis for preparation of Form 387, Position Description. Filing arrangement varies with each file. (1958-1960)</p>	3.0	<p>Permanent. Disposals not authorized. Cut off file at end of each year. Retire to Records Center 2 years thereafter.</p>
7	<p>POSITION EVALUATION OFFICER'S WORKING FILES</p> <p>Consists primarily of copies of correspondence on special projects, office notices, pamphlets etc., not contained in the survey files. These files are maintained by the Position Evaluation Officers for reference purposes. Filing arrangement varies with each file. (Current)</p>	6.5	<p>Temporary. Destroy when superseded or obsolete.</p>
8	<p>WAGE ADMINISTRATION FILE (WA Type)</p> <p>Consists of copies of wage schedules, copies of notifications of approval of schedules, lists of pay rates forwarded to field offices, and related correspondence. Information includes locality wage rates for specific occupations such as trade or craft, consultants, indigenous labor, etc. Wage Schedules are reviewed and approved, for Agency use. Filed by geographic area. (1953-1960)</p>	2.5	<p>Temporary. Destroy when superseded or obsolete.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	<p>Approved For Release 2005/11/21 : CIA-RDP87A000100230003-5</p> <p>SECRET</p> <p>REFERENCE PUBLICATION FILE</p> <p>Consists of published material such as CIA Regulations and Notices, OP Memorandums, Position Classification Standards, and similar reference material.</p>	16.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

RECORDS CONTROL SCHEDULE
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

40-60

OFFICE, DIVISION, BRANCH

Personnel, Salary and Wage Division, Clandestine Services
 Branch

SIGNATURE

TITLE

twc/cso

7/1/60

ITEM
NO.

FILES IDENTIFICATION
 (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
 (CUBIC FT.)

DISPOSITION INSTRUCTIONS

SECRET

- 1 BRANCH SUBJECT FILE

 Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject.
2. CONVENIENCE FILE (Reading)

 Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically by fiscal year.
 (1958-1960)
- 3 TABLE OF ORGANIZATION FILES

 Consists of extra copies of the Agency T/O used as working copies. The T/O's are used for reference to official position titles, position numbers, unit strength, etc. Authorized changes to the T/O are noted on these copies for use in verifying the revised T/O. Arranged organizationally.
 (Current)

- 4.0 Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except current policies and procedures which will be placed in current file.
- .3 Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
- 2.0 Temporary. Destroy upon verification of revised T/O.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	T/O CHANGE FILE	2.0	Temporary. Destroy when 2 years old.
5	STATUS FILE OF PENDING REQUESTS	.1	Temporary. Destroy 6 months after action completed.
6	POSITION DESCRIPTION FILES	20.0	Temporary. When position is abolished or description becomes obsolete, place in Obsolete file and destroy related papers.

Consists of retained copies of Form 261, Staffing Complement Change Authorization, and copies of requests for changes, concurrences, etc. Files are maintained by the Branch for reference purposes, the record copies of Form 261, concurrences, etc., are maintained in the Office of the Chief. Files are arranged organizationally or by Project as appropriate and chronologically by date of approval thereunder.
(1958-1960)

Consists of 3 x 5 card file containing notations of action required, office, and status of each request. Used by Branch Chief to evaluate workload, prepare accomplishment reports etc.
(1959-1960)

Consists of Form 387, Position Description, with related correspondence and reports. The files contain the record copy of the description and other information on each covert position in the Agency.

a. Current Files. Consists of the current position description and related papers maintained by each Position Evaluation Officer for his area of responsibility. File organizationally and by position number thereunder.
(1954-1960)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
6	<p>POSITION DESCRIPTION FILES (Con't)</p> <p>b. Obsolete File. Consists of the obsolete position descriptions removed from the above file. Filed organizationally and by position number thereunder. (1958-1960)</p>	.5	Temporary. Disposal not authorized. Retain 1 copy of all superseded descriptions and descriptions of positions abolished after September 1, 1950. Retire to Records Center when 1 year old. (Item 288 RCS 40-57)
7	<p>POSITION EVALUATION SURVEY FILES</p> <p>Consists of case files containing correspondence, survey reports, functional statements, etc., accumulated by the Position Evaluation Officers while conducting surveys. Information includes analysis of positions, grade structures, position titles, statements of duties and responsibilities, etc. Files serve as reference and as a basis for preparation of Form 387, Position Description. Each file is arranged organizationally by division. (Current)</p>	1.6	Temporary. Destroy when no longer needed for reference purposes.
8	<p>POSITION EVALUATION OFFICER'S WORKING FILES</p> <p>Consists primarily of correspondence on special projects, wage schedules, office notices, pamphlets, etc., not contained in the survey files. These files are maintained by the Position Evaluation Officers for reference. Filing arrangement varies with each file. (1958-1960)</p>	7.0	Temporary. Destroy when no longer needed for reference purposes.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as CIA Regulations and Notices, <u>OP Memorandums</u>, CSC Position Classification Standards, and similar reference material.</p>	7.0	Temporary. Destroy when no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE

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SCHEDULE NO.

40-60

487A000100230003-5

CONFIDENTIAL

25

OFFICE, DIVISION, BRANCH

Personnel, Salary and Wage Division, Office of the Chief

TITLE

BC/SWD

DATE

7/1/60

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC-FT.)	DISPOSITION INSTRUCTIONS
1 ✓	DIVISION SUBJECT FILE Consists of correspondence, reports, staff studies, and other papers pertaining to the operation and administration of an Agency program of position evaluation, wage administration, and the development of position standards. Filed alphabetically by subject. (1958-1960)	2.5	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter except papers pertaining to policies and procedures which will be retained in current files area indefinitely.) (Item 240 RSD 40-57)
2 ✓	ACTIVITY REPORTS FILE Consists of weekly activity reports covering the activities of the individual position Evaluation Officers and Branch activities. These reports contain statistics on the number of position audits, number of position descriptions allocated, number of table of organization changes authorized, supergrade positions prepared for review, etc. Filed chronologically.	1.7	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
3 ✓	BACKGROUND & PRECEDENT FILE Policy Planning documents, correspondence, directives, etc. used by C/SWD in administration of the Salary and Wage activity for the Agency. (Current)	6.0	Temporary. Destroy upon completion of required action except papers pertaining to policies and procedures of permanent interest will be transferred to the Division Subject File.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP75-00487A000100230003-5			
4	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)</p>	.7	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
5	<p>TABLE OF ORGANIZATION FILES</p> <p>Consists of copies of Agency Position Control Registers; signed copies of Form 261, Staffing Complement Change Authorization; and concurrences, justifications, and comments pertaining to the changes. These files are used by the Division in coordinating all actions affecting the T/O and in maintaining a current Agency T/O as required by Regulation.</p> <p>a. Official Record ^{Shig. & C.D.} copies of Position Control Registers contain rosters of approved agency positions and names of incumbents. Filed chronologically.* (1958-1960)</p> <p>b. Signed copies of Form 261, Staffing Complement Change Authorization, and concurrences, justifications, and comments pertain to the changes. Filed by project or organizationally and by position number thereafter. (1958-1960)</p>	2.0 1.0	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p> <p>Permanent. Disposal not authorized. (Place in a file of completed cases upon final authorization; cut off completed case file at end of each year and transfer to the Records Center 2 years thereafter.)</p>
6	<p>T/O CHANGE LOG</p> <p>Consists of a loose-leaf binder containing a record of the receipt and dispatch of Form 261, Staffing Complement Change Authorization, received by the Division, Filed Chronologically. (1959-1960)</p>	.1	Temporary. Destroy when 1 year old.
* RSD is Office of Records for PCR's info.			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	Approved For Release 2005/11/21 : CIA-RDP80-0487A000100230003-5		
	SUPER-GRADE FILE		
	<p>Consists of correspondence, laws and directives, reports and background material on super-grade allocation; activities of the Super-Grade Review Board, etc., accumulated in administration of the Agencies super-grade personnel.</p> <p>a. Consists of agenda of meetings, listings of super-grade positions, and activities of the Super-Grade Review Board, Board recommendations on review cases; super-grade structure in other agencies, etc., and are used in furnishing information to the Area Deputy Directors and the Director of Personnel on the utilizations and status of each position. Filed alphabetically by subject. (1951-1960)</p> <p>b. Consists of Form 387, Position Description on super-grade positions with related correspondence and reports. The files contain the record copy of descriptions and other information on each super-grade position. Filed organizationally. (Current)</p>	<p>3.0</p> <p>3.0</p>	<p>Permanent. Disposal not authorized. (Cut off at end of each year; retire to Records Center 2 years thereafter. (Item 247 RCS-40-57)</p> <p>Permanent. Disposal not authorized. When position is abolished or description becomes obsolete, remove from active file and retire to Records Center 2 years thereafter.</p>

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Approved For Release 2005/11/21 : CIA-RDP80-0487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP80-00487A000100230003-5			
8	<p>POSITION STANDARDS WORKING FILE</p> <p>Consists of copies of correspondence, reports, staff studies, pay schedules, and related papers accumulated in the development of position standards.</p> <p>a. Consists of special organization and grade classification structural surveys, manpower control systems, competitive pay levels, point plans, etc., used in development and administration of position standards.</p> <p>b. Consists of special classification surveys, directives, correspondence, and Civil Service rules and regulations used as a basis for revising position standards published in Occupational Handbook for guidance of personnel officers.</p>	<p>3.5</p> <p>1.0</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p> <p>Temporary. Destroy when no longer needed for reference purposes.</p>
9	<p>CAREER SERVICE STAFFING AUTHORIZATION FILE</p> <p>Consists of policy directives, special reports and background papers used in developing and administering Agency ceiling and position authorization under the Flexible T/O Concept in accordance with provisions of R 20-250; includes copies of Form 1723, Career Service Staffing Authorization Plans. Filed by subject or organization as appropriate.</p>	2.0	Permanent. Disposal not authorized. (Cut off file at end of two years; transfer to Records Center 1 year thereafter.)
10	<p>PERSONNEL REQUIREMENTS PLANNING REPORTS</p> <p>Consists of Form 1724, Summary of Planned Changes prepared by the Career Service Boards which are used to compile annual personnel requirements and to compute average grade. Filed organizationally by Career Service. (Current)</p>	2.0	Temporary. Destroy at end of 10 years. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)
Approved For Release 2005/11/21 : CIA-RDP80-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP75-00487A000100230003-5			
11	STAFFING AUTHORIZATION WORKING PAPERS Consists of Agency regulations, General Schedule Pay Plans, preliminary work sheets, computations, etc., used by technician in connection with CSSA activity. Filed by subject. (Current)	2.5	Temporary. Destroy when obsolete or superseded.
12	OCCUPATIONAL HANDBOOK FILE Consists of copies of the "Occupational Handbook of Classification Titles and Codes" and the reproduction negatives for the handbook. This handbook was developed to serve as a working media for the assignment of standard titles and codes to Agency positions, for the occupational coding of employee qualifications, and as a reference to position statistics, etc. a. Occupational Handbook of Classification Titles and Codes. Arranged by occupation code numbers. b. Reproduction negatives for the occupational handbook.	1.2 .4	Temporary. Destroy when superseded or obsolete. Temporary. Destroy when superseded or obsolete.
13	POSITION AND QUALIFICATION STANDARDS FILE Consists of copies of Agency Position and Qualification Standards. These standards were developed by the Division and serve as working guides for the determination of title, occupational code, and grade of Agency positions and for the determination of appropriate qualifications of individuals assigned to positions.		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
13	POSITION AND QUALIFICATION STANDARDS FILE (Con't)		
	a. Background and policy material.	6.0	Temporary. Destroy when six months old. When material becomes obsoleted or superseded transfer to inactive file. Cut off inactive file at end of six months and destroy.
	b. Position and Qualification Standards, arranged by occupational code number.	2.7	Temporary. Destroy when superseded or obsolete.
	c. Reproduction negatives for Position and Qualification Standards,	.7	Temporary. Destroy when superseded or obsolete.
	Ditto copies of Position Standards for distribution upon request.	2.0	Temporary. Destroy when superseded or obsolete.
14	OCCUPATIONAL CODE CLASSIFICATION FILE		
	Consists of duplicate copies of approved Job Descriptions, Form 387, filed by occupational code and by GS grade thereunder.	8.0	Temporary. Destroy when superseded or declared obsolete.
15	GRADE UTILIZATION TABULATING FILE		
	Consists of a machine listing; contains information on Agency grade utilization and the number of incumbents in each grade. Listing is used in developing position standards, for comparison of grade structure in this Agency with that of other Agencies, and for the preparation of statistics on grade average by position. (Current)	.1	Temporary. Destroy upon receipt of revised listing.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
16	<p>OCCUPATION SERIES FILE</p> <p>Consists of a machine listing of occupational categories of Agency positions. Information contained on listing reflects standard Agency titles, code numbers, and grade range. Listing is used as a working media in comparing Agency titles and codes with those of the Civil Service Commission for possible Agency conformance.</p> <p>(Current)</p>	.3	Temporary. Destroy upon receipt of revised listing.
17	<p>DIVISION PERSONNEL FILES</p> <p>Consists of copies of Form 1150, Notification of Personnel Actions, training requests, etc.; also Time and Attendance records maintained on sick, annual, and overtime worked; and other related papers accumulated in the administration of Division Personnel. Filing arrangement is alphabetical or chronological as appropriate.</p> <p>(1959-1960)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter or when employee is transferred or separated, whichever is sooner.
18	<p>REPRODUCED COPIES OF AGENCY ADMINISTRATION DATA</p> <p>Consists of reproduced copies of selected articles and publications by USCSC and other government agencies concerning position and qualification standards, position evaluation, etc. This file is used for orientation of new employees.</p>	1.0	Temporary. Destroy when superseded or obsolete.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>SECRET</p>		
19	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	1.5	Temporary. Return to Library when no longer needed for reference purposes.
20	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as CIA Regulations and Notices, OP Memorandums, Position Classification Standards, and similar reference material.</p>	8.0	Temporary. Destroy when no longer needed for reference purposes.
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>SECRET</p>		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : SECRET 6-00487A000100230003-5		
21	<p>HISTORICAL BACKGROUND MATERIAL</p> <p>Consists of historical papers, T/O's, documents, etc., covering OPC and OSO predecessor of DDP; including Special Report [redacted] dated 1952, and OPC Regulations Manual and Organization Material.</p>	2.0	<p>Temporary. Transfer to DDP Historical Section for screening and inclusion as reference material is appropriate.</p> <p>NOTE: This disposition recommended by Records Management Staff and approved by SWD.</p>
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RECORDS CONTROL SCHEDULE NO. 40-60
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

OFFICE, DIVISION, BRANCH
 Personnel, ~~Records and Services Division~~,
 Statistical Reporting Branch

SIGNATURE

CONCURRENCE

TITLE

Chief, Statistical Reporting Br. 1 JUL 1960

ITEM NO.

FILES IDENTIFICATION
 (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
 (CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. BRANCH SUBJECT FILE

Consists of correspondence, reports and other papers accumulated in the general administration of the activities of the Branch. Filed by subject.
 (1958-1960)

1.5

Temporary. Destroy when 2 years old.
 (Cut off at the end of each year; destroy 2 years thereafter.)

2. CONVENIENCE FILE (Reading)

Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed Chronologically.
 (1958-1960)

.5

Temporary. Destroy when 2 years old.
 (Cut off at end of each year; destroy 2 years thereafter.)

3. PERSONNEL REPORTS FILE

Consists of periodic and special reports required on the various phases of personnel administration. Filed by type of report and chronologically thereunder.

a. Annual Personnel Statistical Review.
 (1953-1960)

2.0

Permanent. Disposal not authorized.
 (Maintain a 10 year level; thereafter transfer oldest year to the Records Center after filing current year.)

b. Monthly Personnel Statistical Review and supplements thereto.
 (1953-1960)

10.0

Permanent. Disposal not authorized.
 (Maintain a 10 year level; thereafter transfer oldest year to the Records Center after filing current year.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
CONTINUED			
	c. Quarterly Consultant Report. Contains names and amount and rate of pay of all consultants utilized by the Agency. (1958-1960)	.5	Permanent. Disposal not authorized. (Cut off every other year; transfer to the Records Center 2 years thereafter.
	d. "Eyes Only" Strength Report. Contains statistical information substantially duplicated in the Monthly Personnel Statistical Review. (1947-1960)	1.0	Permanent. Disposal not authorized. (Retain in current files area indefinitely.)
	e. Monthly Report of Separations. Contains statistical information on personnel separations by separation factor and includes copies of Form 97L, Report of Separation prepared by the Employee Relations Branch. (1957-1960)	5.0	Temporary. Disposal not authorized by this schedule. Cut off file at end of five years; transfer oldest year to Records Center after filing current year. (Item 388 a, b, c, d, e, RCS 40-57)
4.	MACHINE LISTINGS (STATISTICAL TABULATIONS)		
	a. Consists of listings containing statistical information on personnel activities which are prepared from Machine Record cards. These tabulations are used primarily in the preparation of summary recurring strength reports. Most of the tabulations are issued on a monthly basis. Filed chronologically by type of report. (1953-1960)	13.0	Temporary. Destroy when 10 years old. Note: Some of these tabulations may be destroyed upon receipt of current issue depending on the use, content, and availability of info from another source. (Item 339 RCS 40-57)
	b. Comptroller's Report - Monthly tabulation showing personnel strength by type in T/O Sequence. One page summary is prepared and forwarded to Office of Comptroller for Budget Control Purposes. (1947-1960)	2.0	Permanent. Maintain in immediate work area as reference document. (Item 339 RCS 40-57)
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

PERSONNEL OFFICE
POD - Statistical Analysis

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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5.	MACHINE LISTINGS (ROSTERS) Consists of rosters of positions and personnel which are prepared by ADPD. Frequency of publications vary according to contents, use, recurring and special reporting requirements.		
	a. Position Control Register (Monthly report) (ADPD Job 140) (1957 -)	11.5	Permanent. Quarterly reports one year or older will be forwarded to Records Center upon accumulation of one foot. Destroy extra copies in immediate work area after two years.
	b. Combined Alphabetical Listings covering Agency strength. Also included are serial number listings. (ADPD Job 105) (1953 -)	7.0	Permanent. Quarterly reports one year or older will be forwarded to Records Center upon accumulation of one foot. Destroy extra copies in immediate work area after three years.
	c. Recurring Listings consist of DOG, organizational code, longevity, computation dates, occ. series, career service designation, consultants, applicants, super-grades, staff agents, contract, and military personnel published periodically. Filed chrono by type of report. (ADPD Jobs 106, 107, 109, 120, 121, 122, 143, 157, 170, 171, 172, and 185) (1957 -)	8.0	Temporary. Listings one year or older will be forwarded to Records Center upon accumulation of one foot. Hold at Records Center for additional nine years and return to originator for review. Destroy extra copies in immediate work area when two years old.
	d. Summary Annual Listings consist of name changes and separations. (ADPD Jobs 115 and 101) (Current)	2.0	Temporary. Destroy upon receipt of new listing.
	e. Monthly rosters involving EODs, language, separations, personnel locator, fitness reports, LWOP, name changes, etc. (ADPD Jobs 101, 102, 111, 114, 115, 121, 123, 151, 184, 189, and 960. Also special requests, 700 series.) (1953 -)	33.5	Temporary. Screen annually. Destroy rosters no longer needed for current reference.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	CONTINUED c. Age and Grade Distribution - Tabulation by age groups by organization issued semi-annually as basis for special report. (1952-1960)	1.5	Temporary. Disposal not authorized by this schedule. Retain in immediate work area as long as required and then transfer to Records Center.
5.	MACHINE LISTINGS (ROSTERS) Consists of listings containing rosters of positions and personnel which were prepared from machine record cards. Frequency of publications varies according to contents, use and recurring and special reporting requirements.		
	a. Position Control Register - Quarterly (1957-1960)	8.0	Permanent. Disposal not authorized. Cut off file at end of each year; retain June and December issues in immediate work area for five years; March and September copies will be retired to Records Center when 2 years old.
	b. Monthly - combined alphabetical listings covering Agency strength. (1958-1960)	6.0	Temporary. Destroy when 10 years old. Retain quarterly issues in immediate work area for three years then retire to Records Center. The other copies will be destroyed in work area when one year old.
	c. Special Listings - Consisting of Date of Grade, Longevity Computation Dates, Career Service Designation; Consultants, Staff Agents, and Contract Personnel published on a recurring staggered quarterly intervals. Filed chronologically by type or report. (1957-1960)	14.5	Temporary. Destroy when 10 years old. Retain selected reference copies in work area for five ^{two} years; retire to Records Center at end of five ^{two} years.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
5.	CONTINUED d. Summary Annual Listings These listings consist of name changes, separations, accessions etc., and are a summary of the monthly or quarterly issuances. (1955-1960)	2.0	Permanent. Disposal not authorized. (Cut off files at end of five years; transfer oldest year to Records Center after filing current year issue. (Item 340 d RCS-40-57)
6.	WORK PAPERS Consists of work sheets created in the course of compiling statistics and preparing reports. The information contained in these work papers is reflected in the final reports. (1959-1960)	2.0	Temporary. Destroy upon preparation of related reports.
7.	CODING SHEET FILE (Military Personnel) Consists of documents containing coded information created to facilitate the preparation of the machine record cards which are used as a basis for the personnel strength reports; also includes Form 1556, Military Personnel Code Sheet. (1959-1960)	2.0	Temporary. Destroy at end of one year or upon preparation and verification of the related machine record cards as appropriate.
8.	PERSONNEL CEILING AND AUTHORIZATION CONTROL FILE Consists of memoranda, approved ceiling changes, Staffing Complement Change Authorizations, and background material on Agency personnel ceilings. Maintained for documentation of published statistical reports and for furnishing request for information from operating officials. Arranged organizationally. (1952-1960)	5.0	Temporary. Disposal not authorized by this Schedule. Retain in immediate work area 10 years and then retire oldest year to Records Center. (Item 344, RCS 40-57)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
9.	PERSONNEL ACTION FILE Consists of copies of SF 1150 and SF 1152 received by the Branch and used to prepare the Daily Strength Report. The Daily Strength is also reflected in the PSR. Arranged chronologically. (1960)	1.0	Temporary. Destroy when 2 months old.
10.	GRAPHIC CHART FILE Consists of large statistical charts prepared for use in briefings and training courses. Includes charts on civilian and military combined strength, staff personnel gains and losses, promotion, rate, and departmental and field on duty strength.	2.0	Temporary. Destroy when superseded or obsolete.
11.	COURIER RECEIPT FILE Consists of the Branch copy of Form 240, Couriers's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addresses. Filed chronologically. (1959-1960)	.1	Temporary. Destroy when 3 months old.
12.	TRANSMITTAL FILES Consists of transmittals received from initiating offices which forward personnel actions and miscellaneous personnel status changes to the Branch for coding or other action; information covering conversions to and from SA Status. Filed chronologically by type of action covered. (1958-1960)	2.5	Temporary. Destroy at end of each year or upon change in status as appropriate.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13.	<p>DAILY STRENGTH REPORT WORKING FILE</p> <p>Consists of posted copies of Form 1345, Daily Strength Report and supporting background papers accumulated in preparation of the report. This report is used as a Strength Control record and to provide information for OD/Pers upon request.</p>	.5	Temporary. Destroy when 3 months old.
14.	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, etc., maintained for reference purposes.</p>	1.5	Temporary. Destroy when no longer needed for reference purposes.
15.	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	2.5	Temporary. Return to Library when no longer needed for reference purposes.

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SCHEDULE NO. 40-60

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Personnel, Contract Personnel Division
Staff Support Branch

25X
C/Staff Support Br/CPD 5 July 1960

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	BRANCH SUBJECT FILE Consists of correspondence, reports, studies, charts, current and projected personnel strengths, CSSA grade averages and similar materials used as a basis for evaluation of DDP personnel requirements and for preparation of special and repetitive reports for Deputy Director, Plans. This file also contains T/O authorization and organization files on the DDP area divisions. Files are arranged by subject or division as appropriate. (1958-1960)	SECRET 2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
2	POLICY AND PRECEDENT FILE Consists of policy directives, precedent papers, regulations, laws, and decisions which effect or control personnel strength and grade administration. Also contains special surveys, studies, etc. prepared for policy guidance of DD/P, SPA-DD/S and SSA-DD/S.	2.0	Permanent. Cut off files at end of year; transfer to Center 1 year thereafter.
3	PERSONNEL RECORDS FILE Consists of IBM rosters, strength reports, special studies, staffing authorization plans, etc. covering staff employees, staff agents, detailed military personnel, consultants, and contract personnel.	2.0	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP87A000100230003-5</p> <p>SECRET</p>		
	<p>a. Copies of registers and rosters such as:</p> <p>Quarterly PCR's, Staffing for DDP, Language and other qualification registers, alphabetical and organizational name listings, Time in Grade, and special and one-time rosters or listings as required.</p> <p>b. Monthly Status Reports on Personnel Strength, CSSA average grades and projections; personnel change reports, etc., prepared on a recurring basis; and special and one-time reports or studies prepared upon direction from DDP or DDS. Filed by subject by Fiscal Year.</p>	<p>2.0</p> <p>1.0</p>	<p>Temporary. Destroy when superseded or when 1 year old as appropriate. Destroy or place in inactive file upon receipt of current roster; if retained, destroy when one year old.</p> <p>Permanent. Cut off files at end of year, destroy duplicate copies, retain one copy of each report for two years and then retire to Records Center.</p>
4	<p>WORKING FILES</p> <p>Consists of directives, laws, regulations, correspondence, organizational functions and charts, classification standards, grade studies, etc., accumulated for guidance and support of Branch activities. Filing arrangement varies with each file.</p>	4.0	<p>Temporary. Destroy when 2 years old. Cut off file at end of each year; remove pertinent papers to current file or to Policy and Precedent file; destroy residue of file one year thereafter unless sooner accomplished.</p>
5	<p>CSPD DISPATCH FILES</p> <p>Consists of information of copies of dispatches received or initiated by CSPD in personnel administration of field personnel.</p>	2.0	<p>Temporary. Destroy when 2 years old. Cut off files at end of year; destroy one year thereafter.</p>
	<p>Approved For Release 2005/11/21 : CIA-RDP87A000100230003-5</p> <p>SECRET</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
7	<p>PERSONNEL ACTION LOG FILE AND ACCOUNTABILITY FILE</p> <p>Consists of worksheet records on daily changes in personnel actions recorded by type personnel; Headquarters, [REDACTED] and Foreign Field; and by area division. This information is used as basis for daily strength report for planning purposes and for reporting to Deputy Director (Plans) as required.</p>	.5	Temporary. Destroy when 1 year old.
8	<p>MAIL LOG</p> <p>Record of the receipt and dispatch of mail CSPD and Reports Branch except Top Secret. File is arranged chronologically. (1959-1960)</p>	.2	Temporary. Destroy when one year old.
9	<p>FLEX-O-LINE PERSONNEL AND POSITION INVENTORY</p> <p>Consists of two stands of 75 pages each. Contains flex-o-line strip entry of the current DD/P Staffing and Development Complements, including organization, position, and incumbent data.</p>	2.0	Temporary. Destroy strips when superseded or deleted. Inventory is maintained on a current basis (old strips are destroyed when new ones are prepared to reflect current information).

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>3. Disapproved cases. Filed alpha.</p> <p>b. Consists of agenda and minutes of meetings, Panel files and miscellaneous correspondence dealing with the Suggestion Awards program.</p> <p>c. Consists of that portion of Employee Suggestion form that is detachable and utilized to control and reflect the status of the suggestion during its processing cycle. Filed alphabetically by suggester's name.</p> <p>d. Consists of a register of control numbers assigned to each suggestion. This log includes name of suggestor, office, division, grade, date of receipt, etc.</p> <p>e. Consists of 3x5 card file giving pertinent information regarding subject of suggestion utilized solely for checking for duplicate suggestions.</p>	<p>4.0</p> <p>1.5</p> <p>1.5</p> <p>.1</p> <p>.2</p>	<p>Temporary. One year after close of the case, retire to Records Center. Destroy two years thereafter.</p> <p>Temporary. Retain in current files area indefinitely.</p> <p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Temporary. Destroy when two years old.</p>
4.	<p>HONOR AND MERIT AWARDS PROGRAM FILES</p> <p>a. Consists of the following type case files:</p> <p>1. Pending cases consist of recommendation as well as correspondence and biographic data supporting the recommendation.</p> <p>2. Case files consist of recommendation, notice of award presentation, and miscellaneous correspondence dealing with completed cases.</p>	<p>1.0</p> <p>2.0</p>	<p>Temporary. Upon completion of Honor and Merit Awards Board action, transfer pertinent papers to case file.</p> <p>Temporary. Disposal not authorized. Hold in office area for two years after close of case. Retire to Records Center and hold for five years. At the end of this period, return to originator for disposition.</p>

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

5/65 RD (41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. Consists of Honor and Merit Awards Board meeting file. Consists of agenda, minutes, reports, and background material on the Honor and Merit Awards program.</p> <p>c. Consists of a register used to assign control numbers to recommendations for honor awards received by office.</p> <p>5. BRIEFING MATERIAL</p> <p>Consists of outline of Suggestion Awards program as well as forms relating thereto and miscellaneous material used as handouts for briefing of Agency personnel.</p> <p>6. REFERENCE FILE</p> <p>This file consists of posters, film, bulletins, circulars and other material and publications concerning the Suggestion Awards and Honor and Merit Awards Board programs. Also included are Agency regulatory issuances maintained for reference purposes.</p>	<p>3.0</p> <p>.1</p> <p>1.5</p> <p>10.0</p> <p>32.4</p>	<p>Temporary. Retain in current files area. Destroy material no longer needed.</p> <p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Temporary. Destroy when obsolete, superseded or no longer needed.</p> <p>Temporary. Destroy when obsolete, superseded or no longer needed.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	3. Disapproved cases. Filed alpha.	4.0	Temporary. One year after close of case, retire to Records Center. Destroy two years thereafter.
	b. Consists of agenda and minutes of meetings, Panel files and miscellaneous correspondence dealing with the Suggestion Awards program.	1.5	Temporary. Retain in current files area indefinitely.
	c. Consists of that portion of Employee Suggestion form that is detachable and utilized to control and reflect the status of the suggestion during its processing cycle. Filed alphabetically by suggester's name.	1.5	Temporary. Disposal not authorized. Retain in current files area indefinitely until no longer needed for reference purposes. RD 4/24/67
	d. Consists of a register of control numbers assigned to each suggestion. This log includes name of suggestor, office, division, grade, date of receipt, etc.	.1	Temporary. Disposal not authorized. Retain in current files area indefinitely.
	e. Consists of 3x5 card file giving pertinent information regarding subject of suggestion utilized solely for checking for duplicate suggestions.	.2	Temporary. Destroy when two years old.
	4. HONOR AND MERIT AWARDS PROGRAM FILES		
	a. Consists of the following type case files:		
	1. Pending cases consist of recommendation as well as correspondence and biographic data supporting the recommendation.	1.0	Temporary. Upon completion of Honor and Merit Awards Board action, transfer pertinent papers to case file.
	2. Case files consist of recommendation, notice of award presentation, and miscellaneous correspondence dealing with completed cases.	2.0	Permanent. Hold in office area for two years after close of case. Then retire to Records Center.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

SCHEDULE NO.

40-60

CONCURRENCE

OFFICE, DIVISION, BRANCH

Personnel,
Clandestine Services Personnel Division

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	DIVISION SUBJECT FILE (Old 185) Consists of correspondence, reports, policy directives and decisions, pertinent laws, regulations and other papers accumulated in administration of activities of the Division. (1958-1960)	1.5	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
2	SUPERGRADE AND SPECIAL ACTIVITY FILE Contains policy decisions, recommendations and actions taken in administration of Supergrade personnel, Special placement committee activity, Special retirement and termination cases including Selection Out Program. This file contains "Eyes Only" material maintained for use by C/CSPD.	.8	Temporary. Destroy when 10 years old or when of no further reference value which ever is sooner. Files will be screened selectively and papers of continuing interest will be placed in current files before destruction of the material.
3	CSPD ADMINISTRATION FILE Consists of miscellaneous papers accumulated in the internal administration of the Division such as: Personnel Files on Pers assigned to CSPD; Requests for services, spaces allocation, budget estimates, CSPD memoranda procedures and instructions.	1.0	Temporary. Miscellaneous correspondence, directives, forms, etc. will be destroyed at end of a year. The personnel files will be destroyed upon reassignment from CSPD or separation of the employee.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
4.	CLANDESTINE SERVICES CAREER SERVICE BOARD AND PANEL FILES	5.5	Temporary. Hold in office area two years. Retire to Records Center upon accumulation of one foot of material two years or older. Retain at Records Center for additional three years. Then return to originator for review and resubmission if necessary.
5.	CS PERSONNEL FILES (Soft Files) Consists of case files maintained on "D" designees. These files contain copies of personnel documents which reflect the assignment, transfer, promotion and separation of CS employees. Also included in these files are biographic profiles, fitness reports and miscellaneous information.	61.0	Temporary. Destroy three months after separation of employee or transfer from Clandestine Services except certain information which may be forwarded to gaining office.
6.		1.8	Temporary. Hold in current files area indefinitely.
		6.0	Temporary. Upon change from Staff Agent status or separation from the Agency, sterilize file and return to appropriate Career Service Board for disposition.
7.	REPORT OF SEPARATION FILE Consists of copies of Form 971, Report of Separation, on CS personnel (civilian and military) containing pertinent information obtained during exit interview. Filed chronologically.	.2	Temporary. Destroy when one year old.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>CLANDESTINE SERVICE CAREER SERVICE BOARD AND PANEL FILE</p> <p>Consists of the Official minutes, agenda, reports, recommendations, and supporting papers documenting the activities of the CS Career Service Board and Panels. Filed chronologically by Board or Panel. (1957-1960)</p>	2.5	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)
5	<p>REPORT OF SEPARATION FILE</p> <p>Consists of copies of Form 971, Report of Separation on CS personnel containing pertinent information obtained during the exit interview. Filed chronologically. (Current)</p>	.5	Temporary. Destroy when one year old.
6	<p>COMPETITIVE PROMOTION FILE</p> <p>Consists of competitive promotion rosters, recommendations by operating officials, biographical and other supporting papers on personnel being considered for promotion. This background material is prepared for use by the panel members. Filing arrangement chronologically by Panels. (Current)</p>	2.0	Temporary. Destroy when 10 years old. Upon dissolution of the Panel and completion of recommended action, the original copy of the file will be retained for reference; the additional copies will be destroyed when no longer needed. One copy of each promotion panel file will be retained in immediate work area for 5 years then retired to Records Center.
7	<p>CS PERSONNEL FILES (Soft Files)</p> <p>Consists of case files maintained on personnel with CS career designation. These files contain copies of personnel documents which reflect the assignment, transfer, promotion and separation of CS employees; also includes travel order, statements of accounts, fitness reports, biographic profiles, and other information used in administering the activities of CS personnel. Filed by panel and alphabetically therein.</p>	48.0	Temporary. Forward appropriate material to RSD for incorporation in Official Personnel Folder, destroy all other material after transfer from CS Career Service or separation of the employee.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	<p>Approved For Release 2005/11/21 : CIA-RDP80-00487A000100230003-5</p> <p>CS OFFICER'S WORKING FILE</p> <p>Consists of copies of correspondence, directives, policy statements, overseas vacancy reports, language registers, and other papers collected and maintained by individual CS Officers. Filing arrangement varies with each file.</p> <p>(Current)</p>	4.0	Temporary. Destroy when superseded or no longer needed for reference purposes.
9	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of the extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically by Board and Panels.</p> <p>(1958-1960)</p>	.5	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 1 year thereafter.)
10	<p>IBM ROSTERS AND REGISTERS</p> <p>Consists of Personnel Control Registers, Language Rosters, Development Complement Registers, and special rosters. These rosters and registers are used by the panels in the day-to-day activity of the Division.</p> <p>(Current)</p>	2.0	Temporary. Destroy when superseded or obsolete.
11	<p>RECORD OF CURRENT ASSIGNMENT (Strip File)</p> <p>Alphabetical strip file arranged by Panel by grade showing current assignment of CS Personnel administered by Panel A, B, and C. Strip contains name, position number, organization, grade, etc.</p> <p>(Current)</p>	.3	Temporary. Destroy name strip upon transfer from DDP or separation.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12	<p>PANEL "D" SERVICE RECORD FILE (Flex-o-line)</p> <p>Consists of SF-7, Service Record Card, maintained on each CS Clerical employee; pending vacancies, and language abilities.</p> <p>a. Service Record Card, SF-7 provides a summarized record of employees service including current assignment. (38 panels) Filed alphabetically. (Current)</p> <p>b. Development Complement, Language abilities, organizational requirements, vacancies, and special qualifications for potential placement of qualified personnel. (Current)</p>	1.9	Temporary. Upon transfer or separation the SF-7 on the individual will be placed in the CS Personnel File for appropriate disposal.
13	<p>FOLLOW-UP CONTROL FILE</p> <p>Consists of 3" x 5" cards. Suspense cards for control purposes in scheduling Follow-up interviews, reassignments, overseas returnees, security and medical appointments, etc. Filed alphabetically or by suspense date as appropriate. (2 boxes)</p>	.2	Temporary. Destroy six months after completion of action.
14	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, guides, (including CSI's and CSN's), OPM's, etc. maintained for reference purposes.</p>	2.0	Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
15.	<p>STAFF AGENT CAREER SERVICE FILE</p> <p>Consists of SA Career Service Panel activity minutes of the meetings, recommendations and action taken.</p> <p>a. Policy; background and procedures files and papers maintained by the Secretary of the Panel. Filed chronologically by meeting.</p> <p>b. SS - Personnel Soft Files maintained on employees in Staff Agent Status; contains board actions, recommendations, etc. concerning the employee. Maintained in pseudonym; filed alphabetically by grade. current.</p> <p>Item transferred from Contract Personnel Div formerly item 24.</p> <p><i>1-16-63</i> <i>Q.D.</i></p>	<p>.2</p> <p>2.0</p>	<p>Temporary. Destroy at end of 10 years. Cut off at end of each year, place in inactive file; retire to Records Center 2 years thereafter.</p> <p>Temporary. Upon change from Staff Agent Status or separation from the Agency, sterilize file and return to appropriate Career Board for disposition.</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

SECRET

25.

6 November 1964

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Records Control Schedule 40-64 for
Special Activities Staff, Office of Personnel

RESCINDS : Records Control Schedule 40-60, pages 11-13
Records Control Schedule 40-60, pages 86-89

1. Attached hereto is Records Control Schedule 40-64 for the Special Activities Staff, Office of Personnel.

2. This schedule reflects the name change from Special Assistant to Director of Personnel and also includes certain files which belonged to the Special Assistant for Career Planning, POD/OP, a position which was dissolved in September 1962. In addition, other items have been updated and modifications made where necessary.

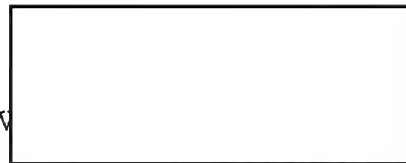
3. It is requested that your approval be given this schedule and that it be substituted for the one presently in effect as soon as possible.



RAO/OP

Attachment:
RCS 40-64 for
SAS/OP

APPROV

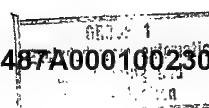


CIA Records Administration Officer

13 Nov 64

Date

SECRET



Approved For Release 2005/11/21 : CIA-RDP80-0487A000100230003-5

SECRET

SCHEDULE NO. 40-60

40-60

OFFICE, DIVISION, BRANCH

Personnel, Special Assistant to Director of Personnel

SIGN

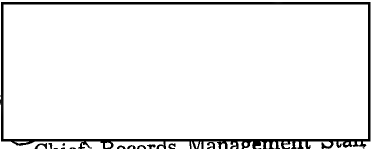
TITLE

SA/D/Pers OC/chief/SAS 1 July 1960

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>SUBJECT FILES SA/D/PERS</p> <p>Consists of correspondence, memoranda, staff studies and policy directives concerning Agency administration of disciplinary and suitability cases, including cases involving adverse effect on employee's status or pay, such as separations, reduction in grade and suspensions; and materials accumulated in participation on the Medical-Security-Personnel Review Panel and the Overseas Evaluation Panel and the Agency Disposition Board. (1957-1960)</p>	1.0	Permanent. Disposal not authorized. (Cut off at end of every other year and transfer to the Records Center 2 years thereafter; except policy and precedent material which will be retained in the immediate work area indefinitely.)
2	<p>AGENCY DISPOSITION BOARD, AND EVALUATION AND REVIEW PANEL FILES</p> <p>Consists of the official minutes, agendas, background data, reports and supporting papers documenting the activities and recommended action for each individual case considered.</p> <p>a. Agency Disposition Board. Arranged numerically by meeting number. (1957-1960)</p> <p>b. Medical-Security-Personnel Review Panel. Arranged numerically by meeting number. (1957-1960)</p> <p>c. Overseas Evaluation Panel. Arranged numerically by meeting number. (1958-1960)</p>	.5 .2 .2	<p>Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 10 years thereafter.)</p> <p>Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 5 years thereafter.)</p> <p>Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 5 years thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p><i>Activities Staff</i></p> <p>Personnel, Special Assistant to Director of Personnel</p> <p>Revised: 24 September 1962</p> <p style="text-align: right;"><i>RMS</i></p>		
3	<p>CONTROL AND REFERENCE FILE</p> <p>Consists of 3 x 5 cards listing name of employee, type of problem involved, recommend solution; and final action taken. This file summarized action pending or recommended in each case and is used for quick reference.</p> <p style="text-align: center;">(1959-1962)</p>	.2	<p>Disposition. Destroy 3 years after completion of recommended action. (Cut off file at end of year; transfer to inactive file. Destroy 3 years thereafter.)</p>
4	<p>EMPLOYEE CASE FILES</p> <p>Consists of case files on the more serious problem cases containing extra copies of correspondence, reports, and other papers pertaining to the handling of each case. Copies of pertinent actions or memoranda are placed in the individual's official Personnel Folder. Filed alphabetically by name.</p> <p style="text-align: center;">(1960-1962)</p>	32.0	<p>Temporary. Retain at Record Center 10 years then returned for review and appropriate disposal.</p> <p>a. Upon completion of the case, screen file and forward appropriate material to RSD for inclusion in Official Personnel Folder. Sensitive (personal) material gathered during the processing of the case will be retained in immediate work area as long as required for frequent reference.</p> <p>b. When file is no longer required for frequent reference (upon accumulation of 1 cubic foot) it will be sent to the Records in a Sealed Envelope and will be retained at the Center for 10 years unless sooner recalled.</p> <p>c. At the end of 10 years the deposit will be returned for review and appropriate disposal by designated official in OD/Pers.</p>
	<p>APPROVED </p> <p>Chief, Records Management Branch</p> <p style="text-align: right;"><i>28 Sept 62</i> Date</p>		
<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p>			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of regulations, notices, OPM's, OGC Opinions, manuals, etc., maintained for reference</p>	1.0	Temporary. Destroy when no longer needed for reference purposes.
6	<p>REVIEW BOARD FILES</p> <p>The Employment Review Board and the Special Employment Review Board are convened to review, consider and make recommendations on employee problem cases. Files consist of the following:</p> <ul style="list-style-type: none"> a. Official record copies of minutes, transcripts and proceedings. b. Case files for employees whose cases are being considered, <p>(1952-1962)</p> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 10px 0;"></div> <p>APPR _____</p> <p>Chief, Records Management Staff</p> <p style="text-align: right;"><i>28 Sept 1962</i> Date</p>	1.8	<p>Permanent. Disposal not authorized by this schedule. Retain in current files area indefinitely</p> <p>Temporary. Case files will be transferred to Employee Case Files (Item 4 above) as appropriate.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	<p><i>Sf coat / Pm</i></p> <p>Approved For Release 2005/11/21 : CIA-RDP80-00487A000100240003-5</p> <p>CONTROL AND REFERENCE FILE</p> <p>Consists of 3 x 5 cards listing name of employee, type of problem involved, recommended solution; and final action taken. This file summarized action pending or recommended in each case and is used for quick reference. (1957-1960)</p>	.2	<p><i>Sept 1962</i></p> <p>Disposition. Destroy 3 years after completion of recommended action. (Cut off file at end of year; transfer to inactive file. Destroy 3 years thereafter.)</p>
4	<p>EMPLOYEE CASE FILES</p> <p>Consists of case files on the more serious problem cases containing extra copies of correspondence, reports, and other papers pertaining to the handling of each case. Copies of pertinent actions or memoranda are placed in the individual's Official Personnel Folder. Filed alphabetically by name. (1957-1960)</p>	32.0	<p>Temporary. Disposal not authorized by this schedule. Upon completion of case, screen file and forward appropriate material to Records and Services Division for inclusion in Official Personnel Folder. Sensitive (personal) material gathered during the processing of the case will be retained in immediate work area 5 years. These files will be sent to the Records Center in sealed envelopes five years after last action on the case.</p>
5	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of regulations, notices, OPM's, OGC Opinions, manuals, etc., maintained for reference purposes.</p>	1.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
6	<p>REVIEW BOARD FILES</p> <p>Consists of the official record copies of the minutes, transcripts and proceedings of the Employment Review Board and the Special Employment Review Board. These Boards are convened to review, consider, and make recommendations on employee problem cases. File also contains case files on those cases considered by the Boards. Cases are arranged alphabetically by case and minutes are filed chronologically. (1952-1960)</p>	1.6	<p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>

RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO. 40-60
2005/11/21 : CIA-RDP78-00487A000100230003-5

40-60

OFFICE, DIVISION, BRANCH

Personnel, Personnel Operations Division,
Special Assistant for Career Planning

SIGNATURE

TITLE

11 DEC/POD

6/24/60

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

CAREER STAFF SUBJECT FILE

Consists of correspondence, reports, listings, transcripts, and other papers pertaining to the implementation of Agency policy for acquiring and retaining membership in the Career Staff; the development of criteria for the selection of personnel into the Career Staff; and the administrative support to the CIA Selection Board. Arranged by subject. (1957-1960)

1.0

Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter except current policies and procedures which will be retained in current file.) (Item 66, RCS 40-57)

2

EXAMINING PANEL FILES

Consists of case files maintained each Examining Panel meeting. Files contain Panel actions, recommendations, and other material prepared and collected which is used by the Panel in the evaluation and initial selection of personnel for membership in the Career Staff. Filed numerically by Panel number. (1957-1960)

1.5

Temporary. Disposal not authorized by this schedule. (Cut off file at end of each year; transfer to Records Center 1 year thereafter except temporary material, such as routing sheets and miscellaneous correspondence which will be destroyed prior to transfer.) (Item 67, RCS 40-57).

3

EMPLOYEE CASE FILES

Consists of case files on employees whose applications for membership in the Career Staff have been deferred or rejected and employees who have declined membership. These files contain information pertinent to the case which is used by the Examining Panel and the Selection Board in making a final disposition of the case. Filed alphabetically by name.

1.5

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SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>a. B Type Cases (deferred)</p> <p>b. C Type Cases (rejections)</p>		<p>Temporary. Disposal not authorized by this schedule.</p> <ol style="list-style-type: none"> 1. Upon acceptance forward membership application to Records and Services Division. (Place all other material in an inactive file; cut off inactive file at end of each year and retire to Records Center.) (Item 68a, RCS 40-57) 2. Upon final rejection of deferred cases place folder in C Type Case File. <p>Temporary. Disposal not authorized by this schedule. Retain in current files area until employee terminates. (Upon separation of employee place in inactive file; cut off inactive file at end of each year and transfer to Records Center.) (Item 68 b, RCS 40-57)</p>
4	<p>EXAMINING PANEL FINDINGS FILE</p> <p>Consists of the record copies of the findings and recommendations of the Examining Panel. These records are created as the Panel's official reports of findings and recommendations on Career Staff membership applications received. File also contains memorandums from the Selection Board on special cases. Filed chronologically. (1958-1960)</p>	.5	<p>Temporary. Disposal not authorized by this schedule. (Cut off file at end of each year; transfer to Records Center 2 years thereafter) (Item 70, RCS 40-57)</p>
5	<p>CIA SELECTION BOARD FILE</p> <p>Consists of the official minutes, reports, and other correspondence related to the meetings of the CIA Selection Board. File contains information on board recommendations, criteria for membership in the Career Staff, and policies and working procedure for the Board. Arranged numerically by Board meeting number. (1955-1960)</p>	1.0	<p>Temporary. Disposal not authorized by this schedule. (Cut off at end of each year; transfer to Records Center 1 year thereafter.) (Item 71, RCS 40-57)</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	<p>CAREER SERVICE INDEX</p> <p>Consists of IBM cards prepared for personnel who are members of the Career Staff, personnel processing for membership, personnel denied membership, and those who have declined membership. Panel and Board actions are recorded on these cards which serve as a source of reference to present membership and provide statistical data for the Staff. Arranged by status and alphabetically thereunder.</p> <p>(1954-1960)</p>	2.0	Temporary. Destroy 1 year after separation of employee. (Screen annually and place cards of all true separations in inactive file. Cut off inactive file at end of each year; destroy 1 year thereafter.)
7	<p>APPLICATION TRANSMITTAL FILE</p> <p>Consists of memorandums which were used to transmit Career Staff membership applications to the Staff from the Career Service and the Selection Board. Arranged by career service designation and chronologically thereunder.</p> <p>(1958-1960)</p>	1.5	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
8	<p>MEMBERSHIP APPLICATIONS LISTINGS</p> <p>Consists of listings containing the names of employees whose applications for Career Staff membership have been received by the Examining Panel and serves as a reference to the Panel meeting at which they were reviewed. Filed numerically by list number.</p> <p>(1958-1960)</p>	.3	Temporary. Destroy when 1 year old.
9	<p>EXAMINING PANEL MEMBERSHIP FILE</p> <p>Consists of 3 x 5 cards which contain the names of members of the Examining Panel. Cards are used as a reference when selecting members to participate in Panel meetings. Filed alphabetically by name.</p> <p>(Current)</p>	.1	Temporary. Destroy when superseded or obsolete.

SECRET

Sch. 40-64

13 May 1964

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Schedule 40-64 for Office of Personnel,
Personnel Recruitment Division

RESCINDS : Records Control Schedule 40-60, pages 144-151

1. Attached hereto is Records Control Schedule 40-64 for Office of Personnel, Personnel Recruitment Division.

2. This schedule was completely rewritten to reflect the name change and current functions of this office, previously a part of the Personnel Operations Division. Upon approval of this schedule the three jobs belonging to this division that have been retired to Records Center will be withdrawn permanently.

3. It is requested that your approval be given this schedule and that it be substituted for the one presently in effect as soon as possible.

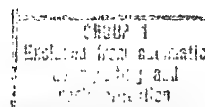


RAO/OP

Attachment:

RCS 40-64 for OP/PRD

25X



RECORDS CONTROL SCHEDULE 5
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Office of Personnel, *Records and Control Div 6 May 1966*
~~Personnel Operations Division/Statistical~~
Reporting Branch

TITLE

Chief, OP/POD/SRB

DATE

May 8, 1964

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

BRANCH ADMIN SUBJECT FILE

Consists of work orders, requisitions, weekly activity reports, chrono files as well as general correspondence accumulated in the administration of branch activities.
(1957 -)

3.5

Temporary. Cut off annually. Destroy when two years old.

2.

PERSONNEL STUDIES

Consists of personnel studies along with working papers and other related material accumulated in their preparation. These studies deal with various personnel matters and are prepared at the request of various senior Agency officials.
(1952 -)

5.0

Temporary. Retain in current files area indefinitely. Destroy studies when obsolete.

3.

PERSONNEL REPORTS FILE

Consists of periodic and special reports required on various phases of personnel administration. Also included are work sheets created in the course of compiling statistics and preparing reports. Filed by type of report and chronologically thereunder.

APPROVED

[Signature]
Date

Records Administration Officer

- a. Annual Personnel Statistical Review
(Report no longer done)
(1953 -)

1.3

Temporary. Disposal not authorized. Maintain in current files area indefinitely for reference purposes.

- b. Personnel Statistical Review and Supplements thereto - monthly, quarterly and semi-annually
(1953 -)

7.3

Permanent. Reports five years or older will be forwarded to Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	c. Fiscal Year Consultant Report contains name, amount, and rate of pay of all consultants. (1957 -)	.5	Permanent. Hold in current files area indefinitely.
	d. "Eyes Only" Strength Report	.1	Temporary. Disposal not authorized of material dating 1947 - 1954. This material will be held in current files area for indefinite period of time. Material dating 1955 and thereafter will be destroyed when two years old.
	e. Monthly Report of Separation contains statistical information on personnel separation by separation factor and includes copies of Form 971b, Report of Separation, prepared by ADPD. (1962 -)	1.5	Permanent. Retain in current files area two years and retire to Records Center.
	f. Age and grade distribution report prepared semi-annually. This report is sent to appropriate career service, DD/3, etc. (1952 -)	1.3	Permanent. Retain in current files area indefinitely.
	g. Daily Strength Report is used as a strength control record and provides information to OD/Personnel upon request. Also included are copies of SF 1150 used to prepare report. (Current)	.8	Temporary. Destroy when three months old, except SF 1150 which will be destroyed when two months old.
	h. Career Service Grade Authorization report showing vacancies by career service and grade thereunder. Distributed quarterly. (1958 -)	1.5	Temporary. Hold in current files area. Destroy when ten years old.
	i. Fiscal Year Cumulative Processed Changes. Consists of gains and losses dealing with promotions, separations, reassignments, accessions, etc. Published quarterly. (1961 -)	.5	Temporary. Hold in current files area. Destroy when ten years old.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	j. Consists of miscellaneous statistical tables prepared at request of operating offices and other material accumulated in meeting future Agency requirements. (1954 -)	9.0	Temporary. Screen periodically. Hold in current files area indefinitely.
4.	MACHINE LISTINGS (STATISTICAL TABULATIONS)		
	a. Consists of statistical tabulations on personnel activities which are prepared by ADPD. These machine listings are primarily used in preparation of summary recurring strength reports. Most tabulations are issued monthly. Filed chronologically by type of report. (ADPD Jobs 103, 108, 110, 113, 144, 145, 176, and 188) (1953 -)	7.0	Permanent. Retain in current files area two years and retire to Records Center.
	b. Monthly machine tabulations showing personnel strength by type in T/O sequence. Attached to this job are two reports - summary by Deputy Director as well as report of part-time employees by office. This report is forwarded to the Office of Budget. Also each budget officer receives a copy of his own area of interest. This report is for budget control purposes. (ADPD Job 117) (1947 -)	2.0	Permanent. Maintain in current files area indefinitely.
	c. Age and Grade Distribution - Tabulation by age groups by organization issued semi-annually as basis for special report. (ADPD Job 175) (1962 -)	1.0	Permanent. Retain in current files area for two years and retire to Records Center.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p>MACHINE LISTINGS (ROSTERS)</p> <p>Consists of rosters of positions and personnel which are prepared by OCS. Frequency of publications vary according to contents, use, recurring and special reporting requirements.</p> <p>a. Position Control Register (Monthly report OCS Job 140) (1957 -)</p> <p>b. Combined Alphabetical Listings covering Agency strength. Also included are serial number listings. (OCS Job 105) (1953 -)</p> <p>c. Recurring Listings consist of DOG, organizational code, longevity, computation dates, occ. series, career service designation, consultants, applicants, super-grades, staff agents, contract, and military personnel published periodically. Filed chrono by type of report. (OCS Jobs 106, 107, 109, 120, 121, 122, 143, 157, 170, 171, 172, and 185) (1957 -)</p> <p>d. Summary Annual Listings consist of name changes and separations. (OCS Jobs 115 and 101) (Current)</p> <p>e. Rosters involving EODs, language, separations, personnel locator, fitness reports, LWOP, name changes, etc. (OCS Jobs 101, 102, 111, 114, 115, 121, 123, 151, 184, 189, and 960. Also special requests, 700 series.</p>	<p>11.5</p> <p>7.0</p> <p>8.0</p> <p>2.0</p> <p>33.5</p>	<p>Permanent. Quarterly reports one year or older will be forwarded to Records Center upon accumulation of one foot. Destroy extra copies in immediate work area after two years.</p> <p>Permanent. Quarterly reports one year or older will be forwarded to Records Center upon accumulation of one foot. Destroy extra copies in immediate work area after three years.</p> <p>Temporary. Listings one year or older will be forwarded to Records Center upon accumulation of one foot. Hold at Records Center for additional nine years and return to originator for review. Destroy extra copies in immediate work area when two years old.</p> <p>Temporary. Destroy upon receipt of new listing.</p> <p>Temporary. Screen annually. Destroy rosters no longer needed for current reference except Reports 960A (personnel locator - alphabetical listing of Headquarters and domestic field personnel) which will be forwarded to Records Center at the end of each calendar year and destroyed five years thereafter.</p>

APPROVED

Date

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
6.	GRAPHIC CHART FILE		
	a. Annual illustrated graphics publication showing over-all Agency statistical information. This report is prepared for DD/S and OD/Personnel.	1.5	Permanent. Hold in current work area for two years. Then retire to Records Center.
	b. Consists of statistical charts prepared for use in briefings and training courses. Includes charts on civilian and military combined strength, staff personnel gains and losses, promotion, and departmental and field on duty strength.	1.0	Temporary. Destroy when superseded or obsolete.
7.	COURIER RECEIPT FILE		
	Consists of Form 240, Courier Classified Mail Receipt, which is signed by courier at time of pick-up. Filed chronologically.	.1	Temporary. Destroy when six months old.
8.	PERSONNEL CEILING AND AUTHORIZATION CONTROL FILE		
	Consists of memoranda, approved ceiling changes, staffing complement change authorization (form 261), and background material on Agency personnel ceilings. Maintained for documentation of published statistical reports and used when furnishing information to operating offices. Arranged organizationally.	1.5	Temporary. Screen periodically. Hold in current files area as long as needed for reference purposes.
9.	HISTORICAL FILE		
	a. Consists of various personnel statistics and other papers which reflect the development of the Agency and which are maintained for historical purposes. (1947 -)	4.0	Permanent. Retain in current files area.
	b. Computer rosters which were compiled when information maintained on IBM cards was transferred to magnetic tape.	4.0	Temporary. Disposal not authorized. Retain in current files area.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>REFERENCE MATERIAL</p> <p>Consists of regulatory issuances, Civil Service material, numerical code books, library books, guides and manuals maintained for reference purposes.</p>	5.5	<p>Temporary. Return library books to OCR when no longer needed. Destroy other material when superseded, obsolete, or no longer needed.</p>
		121.9	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

RAIS

30 September 1965

MEMORANDUM FOR: CIA Records Administration Officer

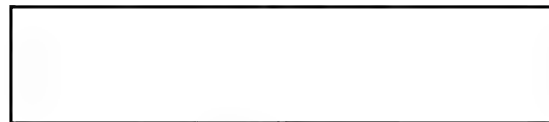
SUBJECT : Revision of Two Pages of Records Control
Schedule 40-63 for MMPD/OP

RESCINDS : Pages 4 and 6 of Records Control Schedule
40-63 for MMPD/OP

1. Attached hereto are revised pages 4 and 6 of Records
Control Schedule 40-63 for MMPD/OP.

2. These two pages were revised in order to change the
disposition instructions for items 8a and 12. Item 8a is being
revised in order to be consistent with the disposition instruc-
tions recently established for other Agency applicant files.
Item 12 was rewritten in order to follow disposition instructions
as set forth in your memorandum dated 12 August 1964, Disposal
Authorization for Certain Communication Control Records.

3. It is requested that these pages be substituted for
those dated 5 November 1963.



RAO/OP

Attachment:

Revised pages
RCS 40-63 for
MMPD/OP



APPR

CIA Records Administration Officer

50-1965
Date



Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

SCHEDULE NO.

40-60

OFFICE, DIVISION, BRANCH

Personnel, Personnel Operations Division,
Qualifications Analysis Branch

SIGNATURE

TITLE

REC/PDD

6/24/60

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>QUALIFICATIONS REGISTERS</p> <p>Consists of machine listings of applicants, employees, and consultants whose qualifications have been coded for future reference. The listings are used in furnishing requesting offices names of individuals qualified for a given type of position.</p> <p>a. Applicant Listings. Consists of information on applicants considered to have special qualifications. Arranged by work experience, area knowledge or specialty, college major, language skills, and position for which best qualified. In addition, a master listing by Serial number is maintained as a cross-reference. (Current)</p> <p>b. Employee listings. Consists of information on Agency employees coded and arranged by area specialty, language skills, college major, current position, and Agency work experience. In addition, a master listing by serial number is maintained as a cross reference. (Current)</p> <p>c. Consultant Listings. Consists of information on consultants whose qualifications have been coded for future reference. Arranged by specialization and alphabetically by name thereunder. (Current)</p>	<p>1.0</p> <p>2.0</p> <p>.2</p>	<p>Temporary. Destroy upon receipt of revised listing.</p> <p>Temporary. Destroy upon receipt of revised listing.</p> <p>Temporary. Destroy upon receipt of revised listing.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2	<p>QUALIFICATION REGISTER ANALYSIS FILE</p> <p>Consists of Form 537, Request for Qualifications Register Analysis. This form is received from Offices requesting the Branch to review the registers for individuals with certain qualifications. After filling the request a copy of the form with the names of qualified candidates, is placed in this file and used for reporting purposes and answering similar requests. Filed organizationally and chronologically thereunder.</p> <p>(1960)</p>	.5	Temporary. Destroy when 6 months old.
3	<p>CODE BOOKS</p> <p>Consists of loose leaf binders containing the numerical code used in coding the qualifications of applicants, consultants, and employees. The coded qualifications are recorded on the Employee Qualification Code Sheet, which is forwarded to Machine Records Division to be included in the Qualifications Registers.</p> <p>(Current)</p>	1.0	Temporary. Destroy when superseded or obsolete.
4	<p>BIOGRAPHIC PROFILE RECORDS</p> <p>Consists of copies of Form 1200, Biographic Profile, and related feeder cards. The Biographic Profile serves as an authenticated current source of information on Agency personnel to be used in lieu of the Official Personnel Folder when possible for the following: Assignment of personnel; selection for special duty; career planning; long-term training; etc. Cards are used to acquire and control information received and used in the preparation of the profile.</p>		

Approved For Release 2005/11/21 : CIA-RDP78-01437A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>SECRET</p> <p>a. Form 1200 Biographic Profile.</p> <p>Consists of the copies received and initialed by the employee and the original master copies prepared therefrom which are used for reproduction purposes.</p> <p>(1) Initialed copies. Arranged alphabetically thereunder. (1958-1960) 2.0 Temporary. Destroy 6 months after information is typed on the original master reproduction copy.</p> <p>(2) Original Master Reproductions copies. Arranged by service designation and alphabetically thereunder. (1957-1960) 3.0 Temporary. Destroy only when all information is typed on new master or upon separation of employee, provided most current copy of Profile has been placed in the Official Personnel Folder.</p> <p>b. Control Card, used to control the receipt and dispatch of information used in preparation of the Biographic Profile. 1.0 Temporary. Destroy upon preparation of current card or separation of employee.</p> <p>c. Form 1200b, Biographic Profile Test Record, containing information supplied by the Office of Training such as type of tests given and the dates. (1959-1960) 1.0 Temporary. Destroy 6 months after information has been entered on Profile.</p> <p>d. 5" x 8" card received from the Office of Training containing lists of training courses attended by the employee. (1959-1960) 1.0 Temporary. Destroy 6 months after information has been entered on Profile.</p>		
5	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, occupational handbooks, and similar reference material.</p>	1.0	Temporary. Destroy when no longer needed for reference purposes.
6	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc. maintained for reference purposes.</p>	6.0	Temporary. Return to Library when no longer needed for reference purposes.
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>SECRET</p>		

RECORDS CONTROL SCHEDULE 5
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

SCHEDULE NO.
40-65
100230003-5

25X

OFFICE, DIVISION, BRANCH

Records and Control Dir 6 May 1966
Office of Personnel, ~~Personnel Operations Division~~
Qualifications Analysis Branch


Chief, OP/POD/QAB

23 SEP 1965

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES		
	a. Consists of correspondence regarding coding, conversions, etc. as well as studies dealing with educational background of Agency employees, National War College graduates and other matters. Also included in this file is briefing material, procedures, building emergency plans and other material pertaining to the over-all function of the branch. (1956 -)	2.8	Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area.
	b. Consists of budget estimates, T&A information, training requests and other matters of a routine nature. (1957 -)	.5	Temporary. Cut off annually. Destroy when three years old.
2.	QUALIFICATION REGISTERS		
	Consists of qualification registers on applicants and employees used in furnishing requesting offices names of individuals qualified for a given type of position. Arranged by area speciality, college major, language skills, work experience, etc. Job 160.	2.0	Temporary. Destroy when superseded, obsolete, or no longer needed.
3.	QUALIFICATION REGISTER REQUESTS		
	Consists of Form 537, Personnel Services Request, used by Agency components desiring QAB to review registers and other sources of information and make computer runs on individuals with certain qualifications. Filed chronologically. (1962 -)	.5	Temporary. Destroy when two years old.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
4.	CODING MATERIAL		
	<p>a. Consists of copies of Form 1962, Master Qualifications Coding Record, and Form 1962a, Qualifications Record Change, which are used in coding qualifications and changes in information already coded. These sheets are forwarded to OP/POD/TRB in order to prepare computer input which is forwarded to OCS for inclusion in Qualifications Registers. (1962 -)</p> <p>b. Consists of code books outlining classification coding and record system containing the numerical code used in coding the qualifications of applicants and employees. (Current)</p>	12.0	Temporary. Upon return of Forms 1962 and 1962a from OP/POD/TRB retain in immediate office area indefinitely. (Final determination as to the disposition of this item has not as yet been reached.)
		4.0	Temporary. Destroy when new system is installed.
5.	BIOGRAPHIC PROFILES		
	<p>a. Consists of the original master copies of Form 1200, Biographic Profile, prepared by QAB which are used for reproduction purposes. The biographic profile serves as an authenticated current source of information on Agency personnel to be used in lieu of the Official Personnel Folder when possible for assignment, selection, career planning, and long-term training. Filed alphabetically.</p> <p>b. Consists of master copies of the biographic profiles for deposit in VMR.</p>	47.0	Temporary. Destroy only when all information is typed on new master or when employee is separated from the Agency.
		2.0	See VMS 3232, Item 17.
6.	CARD FILE		
	<p>a. Consists of 5x8 cards containing coded biographic and qualification information on employees.</p> <p>b. Consists of 3x5 cards listing sample qualification requirements used in briefings.</p>	.8	Temporary. Destroy upon receipt of new card or when employee separates from the Agency.
		.3	Temporary. Destroy when superseded, obsolete, or no longer needed.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
7.	PERSONNEL FOLDERS - OFFICIAL AND APPLICANT Consists of Official Personnel Folders as well as Official Applicant Files on loan from OP/File Room which are being used to work up coding information and in the cases of employees, biographic profiles, also. (Current)	30.8	Temporary. Return to OP/File Room when no longer needed.
8.	REFERENCE MATERIAL Consists of certain machine listings such as combined alpha., occupational code, military reservists, true accessions, separations, name changes, and training rosters as well as occupational handbooks, regulatory issuances, OPs, OTR and Support Bulletins and other material used as background and reference. Jobs 105, 106, 139, 161, and 185.	11.5	Temporary. Destroy when superseded, obsolete, or no longer needed except Job 105 which will be returned to SRB/POD/OP.
		114.3	
	APPROV  CIA Records Administration Officer	<i>30 Sept 1965</i> Date	
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		

SECRET

RMS

17 December 1963

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Benefit & Services Division/OP

SUBJECT : Revised Schedule 40-63 for Suggestion Awards
Branch, BSD/OP

RESCINDS : Records Control Schedule 40-60, pages 41-44

1. Attached hereto is Records Control Schedule 40-63 for the Suggestion Awards Branch, BSD/OP. Items have been updated and modifications made where necessary.

2. It is requested that this schedule be substituted for the one presently in effect as soon as possible.

RAO/OP

Attachment:
RCS 40-63, SAB/BSO/OP

X1
K
APPROVE

CIA Records Administration Officer

6 Feb 1964
Date

SECRET

GROUP 1
Excluded from automatic

RECORDS CONTROL SCHEDULE 2505/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

RMS

25X

OFFICE, DIVISION, BRANCH

Office of Personnel, Benefits and Services Division/Suggestion
Incentive Awards Branch ~~Awards Branch~~ 7 Feb 64

CONCURRENCE

Chief, SAB/BSO/OP

17 DEC 1963

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

BRANCH ADMINISTRATIVE SUBJECT FILE

a. This file documents background and activities of the Suggestion Awards Program, monthly reports, policies, procedures, publicity, rosters of award winners plus other material describing the activities of the Suggestion Awards Branch.

.8

Temporary. Screen periodically. Retain in current files area.

b. These files are maintained to reflect the administrative activities of the Branch. Included in this file are requisitions, budget estimates, etc.

2.7

Temporary. Cut off at end of each year. Destroy when three years old.

2.

LONGEVITY PROGRAM

Consisting of machine runs of these individuals with ten and fifteen years Agency service as well as material relating to the history, policies and procedures, certificates, and ceremonies for the program.

1.0

Temporary. Disposal not authorized. Retain in current files area indefinitely.

3.

SUGGESTION AWARD CASE FILES

a. Consists of the following types of case files:

1. Pending cases. Filed numerically.

1.0

Temporary. Place in appropriate file (approved and disapproved) when case is closed.

2. Approved cases. Filed alphabetically.

2.0

Temporary. Disposal not authorized. Hold in office area for two years after close of the case. Retire to Records Center and hold for five years. At the end of this period, return to Records Center for disposition.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS CONTROL SCHEDULE		SECRET	SCHEDULE NO. 30-61	ILLEGIB
OFFICE, DIVISION, BRANCH <i>Personnel</i> Management Staff, Suggestion Awards Staff			CONCURRENCE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (COUNT, IF ANY)	DISPOSITION INSTRUCTIONS	
42	STAFF ADMINISTRATIVE FILE This file documents the activities performed by the Suggestion Awards Staff and consists of policy files, rosters of award winners, reports to DCI, DD/S, Chief, Management Staff. Filed in accordance with Agency File Manual. (1953 - 1960)	1	Permanent. Disposal not authorized. Retain in current files area indefinitely.	
43	ADMINISTRATIVE OR HOUSEKEEPING FILES These files are maintained to reflect the administrative activities of the Staff. Files consist of requisitions, purchase orders and report files to the Civil Service Commission Bureau of the Budget, budget estimates and reports. Arranged by subjects according to the Agency Manual. (1953 - 1960)	2	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)	
44	EMPLOYEE SUGGESTION CASE FILES This file consists of folders utilized to centrally maintain all pertinent documents of an employee suggestion. Includes originals and copies of correspondence and forms on all cases such as transmittal of suggestions, proposals for evaluating, briefings and committee findings. Filed alphabetically. a. Pending cases. . . Filed Numerically. b. Approved cases. . . Filed Alphabetically.	6	Permanent. Disposal not Authorized. Retain in current files area. (Review in 1962)	

*BEST COPY
Available*

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	c. Disapproved cases. Filed Alphabetically (1952 - 1961)	8.	Temporary. At end of one year transfer to Records Center. Destroy 2 years thereafter.
45	CONTROL FILE This file consists of that portion of Employees' Suggestion Form that is detachable and utilized to control and reflect the status of the Suggestion during its processing cycle. Filed alphabetically by suggestor's name and serves as a cross-reference to numerical case files. (1952 - 1961)	1.5	Temporary. Disposal not authorized. Retain in current files area indefinitely.
46	SUGGESTION AWARDS LOG This file consists of a register of control numbers assigned to each Suggestion. Includes name, Office, Division, Branch and grade of Suggester, date of receipt of document, log to and from evaluators and final disposition. (1952 - 1961)	.1	Temporary. Disposal not authorized. Retain in current files area indefinitely.
47	SUGGESTION INDEX FILE Consists of 3x5 card files giving pertinent information regarding the subject of suggestion, utilized solely for convenience of operations to check for duplicate suggestions. Filed alphabetically by subject. (1958 - 1961)	.2	Temporary. Destroy individual cards 2 years after final committee action.
48	SUGGESTION AWARDS COMMITTEE AGENDAE This file consists of the staff copy of the Committee agendas. Includes summary of evaluations; recommendations for guidance of committee; and informal resume of the committee's deliberations. (1958 - 1961)	1.2	Permanent. Disposal not authorized. Retain in current files area for one year and transfer to the Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
49	<p>REFERENCE PUBLICATIONS FILE</p> <p>This file consists of posters, slides, bulletins, announcements, circulars and other processed or printed documents. Includes promotional materials and publications from other Government agencies concerning the Program, utilized for reference purposes and/or convenience of operations.</p>	<p>SECRET</p> <p>13.</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
50	<p>REGULATORY ISSUANCE FILE</p> <p>Consists of published Agency Regulations, Notices, Handbooks, etc., maintained for reference purposes.</p>	<p>2.</p>	<p>Temporary. Retain in current files area. (Destroy individual issuance only when obsolete or when replaced by current issuance.)</p>

SECRET

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

25X

OFFICE, DIVISION, BRANCH Mobilization and
Personnel, Military Personnel Division, Office of the Chief

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	SUBJECT FILE Consists of copies of correspondence, reports, studies, machine listings, and similar material pertaining to the procurement, assignment, administration, and disposition of Military Personnel and operating procedures and policy for MMPD administration. Filed alphabetically by subject. (1958-1960)	2.5	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
2	ACTIVITY REPORTS a. Consists of activity reports received from the Branches. These reports contain information on the status of projects, the Agency Reserve program, personnel in process, terminations, etc. Filed chronologically. (1959-1960) b. Consists of annual reports prepared for the Director of Personnel. These reports contain summarized information of the activities of the Division and outline progress, program plans, and objectives. Filed chronologically by year. (1958-1960)	.1 .1	Temporary. Destroy when 1 year old. Temporary. Transfer to Historical Reference file Admin Unit when 1 year old.
3	ROSTER OF OVERSEAS PERSONNEL (Book file) consisting of overseas personnel roster arranged by country -- Maintained for information only. (Current)	.1	Temporary - Destroy when obsolete or superseded.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>TOP SECRET LOG</p> <p>Record of the receipts and dispatch of material classified Top Secret, maintained for security purposes. Consists of the Office copy of Form 38-16 and Control Sheet Form 311. Filed chronologically. (1952-1960)</p>	.2	Disposal not authorized. Retain in current files area indefinitely.
5	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, handbooks, registers, etc. maintained for reference purposes.</p>	.5	Temporary. Destroy when no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE 2505/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Mobilization and
Personnel-Military Personnel Division,
Administrative Services Unit

SIG

TIT

Chief, MPPD

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	SUBJECT FILE Consists of correspondence, survey reports duty rosters, Special Service Reports and similar material pertaining to the administrative support activities of the Division. Filed by subject. (1958-1960)	1.0	Temporary. Destroy when 2 years old. (Cut off at end of year; destroy 2 years thereafter.)
2	UNIT FUNDS FILES (All Branches) Consists of vouchers, cancelled checks, bank deposit slips, bank statements, council books, minutes of council meetings, and similar types of material used to account for monies received for and expended from the Unit Funds. Filed organizationally by units. (1957-1960)	.7	Temporary. Destroy 3 years after audit and clearance. (Cut off at end of each year; destroy 3 years after audit.)
3	NAME INDEX Consists of two sets of 1 5/8" x 4" cards, a true name card and a pseudonym card. Both cards contain a code number which serves as a cross-reference to a loose-leaf binder. The index is used for reference purposes in the receipt and dispatch of correspondence and cables. Filed alphabetically by name. (Current)	0.4	Temporary. Destroy both cards when cancelled.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>LIAISON CONTACT FILE</p> <p>Consists of copies of Form 123, Request For Approval of Liaison, prepared by the Branch as requests to have non-CIA employees security cleared for liaison contact. These forms are forwarded to the Office of Security for action and returned to the Branch as notifications of approval or disapproval. Filed chronologically. (1958-1960)</p>	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
5	<p>DOCUMENT RECEIPT FILES</p> <p>Consists of Registered Mail Receipts, DA Form 1204, and DD Form 646, Document Receipts, which were signed by the recipient at the time the material was received.</p> <p>a. Registered Mail Receipts. Filed chronologically. (1959-1960)</p> <p>b. Document Receipts. Forms 1204 and 646. Filed chronologically. (1959-1960)</p>	.1 .1	Temporary. Destroy when 1 year old. Destroy when 2 years old.
6	<p>MAILING ADDRESS FILE</p> <p>Consists of 1 5/8" x 4" cards maintained on all military personnel assigned to Agency units. Cards contain individuals name, unit to which assigned, mailing address, and are used primarily to route and dispatch personal mail to the individual. Filed alphabetically by name. (Current)</p>	.2	Temporary. Destroy when superseded or obsolete.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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7	MPD MEMORANDUM FILE Consists of administrative issuances (Military Personnel Division Memorandum) prepared and issued by the Division to supplement the MDW Memorandums and the Office of Personnel Memorandums. Filed numerically by memorandum number. (Current)	.2	Temporary. Destroy when superseded or obsolete.
8	REFERENCE FILE - ON MILITARY PERSONNEL Consists of 1 set of (Wheeldex) 1 5/8" x 4" control reference card on all military personnel assigned to the Agency or considered for assignment (active, separated, retired and applicants) cross references Official 201 files maintained in Military Personnel Branch or transferred to Records Center--(Established 1959).	.2	Temporary. Card to be destroyed upon destruction of the Official 201 File.
9	HISTORICAL REFERENCE AND ORIENTATION FILE (New 1959) Consists of copies of semi-annual reports prepared for the Director of Personnel and other official reports, survey studies, etc. These files contain summarized information of the activities of the Division and outline progress, program, plans, and objectives. This file is maintained for reference and orientation of officer personnel assigned to MMPD. (1953-1960) NOTE: Project Case File, Item 456, RCS 40-57 has been transferred to Central Cover Division.	1.0	Temporary. To be retained in work for orientation purposes as long as required then destroyed.
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RECORDS CONTROL SCHEDULE 5
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SECRET

25X

OFFICE, DIVISION, BRANCH

Personnel, Mobilization and Military Personnel Division,
Manning Branch

TITLE

Chief, MB/MMPD

DATE

21 Jun 60

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

BRANCH SUBJECT FILE

Consists of Congressional correspondence, correspondence with the Secretary of Defense, and other papers pertaining to the operation and administration of a program of procuring qualified military personnel; management of the JOT Program, compilation of military personnel statistics; and the coordination of activities on matters pertaining to military personnel. Filed alphabetically by subject.

(1958-1960)

2.0

Temporary - Destroy when 2 years old.
(Cut off at end of each year; destroy at end of 2 years.)

2

MONTHLY STATISTICAL REPORTS FILES

Consists of copies of reports prepared on a monthly basis containing statistical information on reimbursable and non-reimbursable personnel, unit strength and personnel assignments.

- a. Reimbursable and Non-Reimbursable Reports. Consisting of rosters and worksheets used to prepare monthly compilations which are forwarded to the Office of the Comptroller.
(Current)

.7

Temporary. Destroyed when 6 months old or when superseded whichever is sooner.

- b. Report of Assigned Personnel. Consists of a report submitted to the Division Chief monthly reflecting current assignment, changes in assignment, etc., of division personnel. Filed chronologically.
(1959-1960)

.1

Temporary. Destroy when 1 year old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>MANNING TABLE FILES</p> <p>Consists of the official record copies of Agency Manning Tables showing authorized military strength, manpower utilization, and future requirements. Tables are prepared annually, one copy is submitted to the appropriate parent service, Filed chronologically.</p> <p>(1959-1960)</p>	1.5	Permanent. Disposal not authorized. Cut off at end of 2 years. Transfer to Record Center for permanent retention. (Item 470, RCS40-57.)
4.	<p>PERSONNEL REQUIREMENTS FILE</p> <p>Contains fiscal year requirements submitted by Operating Offices, correspondence to and from the Department of Defense on authorizations, justifications, approvals and disapprovals of the requirements, explanations for recommended increases, etc. Filed chronologically.</p> <p>(1958-1960)</p>	1.0	Cut off file at end of fiscal year, destroy non reference material and file pertinent material with related Manning Table for retirement as specified.
5.	<p>PERSONNEL DATA CARD FILE</p> <p>Consists of 5x8 card file prepared on military personnel who have been assigned to the Agency, recommended for Agency assignment, or contacted for possible Agency assignment. Cards contain name, rank, qualifications, availability, initiation of processing, date returned to parent service etc. These cards are used to check against initiation processing on previously disqualified personnel, and for follow-up purposes for control of expiring assignments, and reporting purposes.</p>	2.0	Temporary. Retain cards on assigned personnel in immediate work area for reference; cards on individuals not assigned to Agency to be destroyed when 2 years old.

RECORDS CONTROL SCHEDULE 205/11/21 SECRET P78-00487A000000230003-5

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Office of Personnel/Mobilization and Military Personnel
Division

Chief, MMPD/OP

-5 NOV 1963

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

MMPD SUBJECT FILES

a. Consists of correspondence and memoranda used in administering the daily activities of MMPD. Subjects deal with the procurement, assignment, administration and disposition of military personnel and included are such files as activity reports, pay and allowances, personnel requirement requests and chrono files.
(1961-1963)

b. Consists of policy and procedures including directives and other documents which establish precedence for continuing action. Included in this file are Congressional correspondence, correspondence with the Office of Secretary of Defense, Office of Defense Mobilization and other government agencies as well as reports and studies pertaining to the present, future and emergency manpower requirements of the Agency, including mobilization personnel requirements. These files are used in developing plans and recommendations concerning Agency policy and procedures and in conducting liaison with ODM and DOD in support of the Agency's long-range mission.
(1958-1963)

12.7

Temporary. Cut off file annually. Destroy when three years old.

APPRO

CIA Records Administration Officer

9.9

Temporary. Disposal not authorized. Retire to Records Center when no longer needed in current files area and hold for five years. At the end of this period return to originator for review and possible resubmission if necessary.

.2

Temporary. Destroy after liaison is no longer desired.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
3.	<p>SELECTIVE SERVICE FILE</p> <p>a. Consists of correspondence dealing with 2A deferments and 4A and 4F categories for Agency employees eligible for deferment from the military service and those with reserve obligations to the military who have been granted permission to leave the country on official business. File contains Selective Service Action Requests, approvals and disapprovals of requests, correspondence with the Director of Selective Service and Office of Security. Appropriate papers are placed in Official Personnel Folder.</p> <p>b. Selective Service Record Control File - Form 575a provides a basic reference, index and action record of selective service deferment actions taken relative to Agency employees. Form contains pertinent data on employee. Filed alphabetically.</p>	2.5	Temporary. Screen periodically. Destroy materials no longer needed.
4.	<p>WAR PLANS FILE</p> <p>Consists of estimates on country and area war plans used as a basis for preparing estimates on personnel requirements. File contains summaries of the mobilization plans including the mission, cover, types of personnel required, operation plans, and similar material which become annexes to the Master Plan held by the DD/P. (1954-1963)</p>	2.0	Temporary. Retain in current files area indefinitely.
5.	<p>FUNDS FILE</p> <p>a. Agency Imprest Fund File - Consists of retained copies of Form 282, Accounting by Individual for Advance, loan, registers, listings and related material reflecting accountability for monies loaned from the repaid to the fund on a monthly basis. (Current)</p>	.1	Temporary. Destroy two years after audit.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : SECRET DP78-00487A000100230003-5</p> <p>b. Army Unit Fund File - Consists of vouchers, cancelled checks, bank deposit slips, bank statements, council books, minutes of council meetings, and similar material used to account for monies received for and expended from Unit Funds. Filed organizationally by unit. (1961-1963)</p>	.8	Temporary. Destroy three years after audit. except bound books which will be destroyed three years after date of last entry therein.
6.	ADMINISTRATIVE ORDERS FILE		
	<p>a. Consists of administrative orders such as General Orders, Special Orders, TAG orders. These orders serve as documentation for official travel of both civilian and military personnel, assignments to active duty, shipment of household effects, promotion, special assignments, etc. Copies of these orders are submitted to appropriate branch of service. Arranged organizationally and numerically.</p>	6.3	Permanent. Disposal not authorized. Cut off at end of each year. Transfer to Records Center one year thereafter.
	<p>b. Special Orders Log - Consists of Control Numbers to Special Orders and General Orders. Log contains order number, date, purpose and personnel covered by order. Arranged chronologically. (Current)</p>	.3	Temporary. Destroy when one year old.
7.	RESERVE FILES		
	<p>a. Consists of case files on Agency reservists containing papers pertaining to reserve status and participation in the Agency's reserve program. Filed alphabetically by name. (Current)</p>	10.5	Temporary. Dispose of in the following manner: 1. Files on personnel assigned to Field stations retained pending return; then reactivated. 2. Files on personnel discharged from the program will be filed in an inactive file. Inactive files will be cut off end of each year and destroyed one year thereafter.
	<p>b. Consists of correspondence, rosters and reports pertaining to the Agency's activity in developing a Standby Reserve Program. (Current)</p>	4.0	Temporary. Retain in current files area until no longer needed.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	c. Consists of Reserve attendance rosters prepared in conformance with Army regulations. (1964 -)	2.0	Permanent as required by AR 345-215. Cut off at end of each calendar year. Hold one year; then transfer to U. S. Army Records Center.
	d. 201 and Qualification Record maintained on each Army Reserve Officer in accordance with AR 140-138, AR 611-103, and AR 640-10 plus approx. 300 enlisted folders. (Current)	24.0	Temporary. Upon termination of assignment with the Agency Army Reserve Unit, records will be forwarded to CG XXI U. S. Army Corps (RES O IGMR, Pa.) for disposition.
	e. Consists of copies of DA Form 201 and 201a Pay Roll and Mileage Voucher Reserve Officers on Active Duty for Training. (Current)	1.0	Temporary. Cut off at end of each year. Hold one year in current files area. Transfer to U. S. Army Records Center, AR 345-215.
	f. Consists of information on courses for the training of Agency reservists. Back-up material for these courses for instructional purposes is made up in kits for the students.	20.0	Temporary. Destroy when superseded or no longer needed.
8.	PERSONNEL PROCESSING FILES		
	a. Consists of military personnel case files on individuals being security cleared and processed for possible assignment to the Agency. Filed alphabetically. (Current)	19.0	Temporary. Dispose of in the following manner: 1. Upon entrance on duty, incorporate in official file. 2. Upon cancellation of processing, place in inactive file. Upon accumulation of one foot retire to Records Center. Hold for two years; then destroy.
	b. Consists of copies of Form 639, Cancellation of Applicant Processing, used in compiling information for statistical reports. Filed chronologically. (1963 -)	.7	Temporary. Cut off at end of each year. Destroy one year thereafter.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<p>MILITARY PERSONNEL FOLDER FILES</p> <p>Consists of the official personnel folders for military personnel assigned to the Agency. Files contain both the folders prepared and maintained by the Agency as well as those forwarded from the parent service.</p> <p>a. Official field file for military personnel assigned to the Agency. Files contain current case histories of the individuals and papers which document their military service. (Current)</p> <p>b. Agency military personnel folders comprising of papers which document the affiliation of personnel with the Agency. Files include correspondence and related records pertaining to the assignment, memorandum of understanding, security clearance, personnel actions, etc. Filed alphabetically by name. (Current)</p>	<p>20.0</p> <p>22.0</p>	<p>Temporary. Screen for sensitive material and return to parent service upon termination of assignment of individual.</p> <p>Temporary. Dispose of in following manner:</p> <ol style="list-style-type: none"> 1. Upon termination of assignment of individual not converted to staff employee status place in inactive file. Transfer to Records Center one year later. Destroy at Records Center 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained. 2. If converted to staff employee status, forward to OP File Room.
10.	<p>CARD FILES</p> <p>a. Consists of two sets of cards which serve as a cross reference to a strip file. The index consists of true name and pseudonym cards used for dispatch of correspondence and cables. Filed alphabetically. (Current)</p> <p>b. Consists of cards maintained on all military personnel assigned to Agency units. Cards contain individual's name, unit, and mailing address. (Current)</p>	<p>.1</p> <p>.1</p>	<p>Temporary. Retain one year after separation of employee and destroy.</p> <p>Temporary. Destroy one year after departure of individual.</p>

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
	<p>c. Consists of cards showing name, rank, serial number, reserve points earned, courses taken, promotion date, last physical. (Used in lieu of file when file is forwarded to XXI Corps for action.)</p> <p>(Current)</p>	.5	Temporary. Retain one year after resignation of employee; then destroy.
	<p>d. Consists of personnel data cards prepared on military personnel who have been assigned to the Agency. Cards contain name, rank, serial number, dates of assignment, etc.</p> <p>(1947 - 1965)</p>	.4	Temporary. Disposal not authorized. Retain indefinitely in office area for reference purposes.
	<p>e. Consists of pay record cards on enlisted personnel. Cards used to maintain up-to-date pay authorizations and contain such information as base pay, longevity, allotments, withholding tax, social security deductions, etc.</p> <p>(Current)</p>	.1	Temporary. Destroy upon reassignment of individual.
	<p>f. Consists of IBM cards showing pertinent data on Air Force personnel such as "shot" information, overseas tours, promotions, etc.</p> <p>(Current)</p>	1.8	Temporary. Retain until individual is transferred back to parent service. Card accompanies individual.
11.	DOCUMENT RECEIPT FILES		
	<p>Consists of registered mail receipts - DA Form 1204, DOD Form 646, and AF Form 310. Filed chronologically.</p>	.1	Temporary. Destroy when two years old.
12.	TOP SECRET LOG		
	<p>Records receipt and dispatch of top secret material. Filed by top secret number.</p>	.2	Temporary. Destroy ten years after document is downgraded, destroyed or sent outside control point.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13.	MORNING REPORT FILES a. Consists of DA Form 1 which serves as daily accountings for all military personnel in each unit. Copies of this form forwarded to parent organizations as required by regulations. Filed chronologically. (1961-1963) b. Consists of data records, Agency form 1072 and Air Force forms 1123 and 1124, used in preparation of and as a supplement to the morning report. Arranged by rank and alphabetically by name thereunder. (Current)	2.8 1.1	Temporary. Destroy when one year old or upon discontinuance whichever is sooner. Temporary. Disposal not authorized. Retain for reference in current files area.
14.	MACHINE LISTINGS AND RECURRING REPORTS Consists of rosters of civilian and reserve personnel and statistical information on reserve categories, membership in training units, authorized Agency positions, and various personnel activities. Also a roster of overseas personnel arranged by country is maintained for information purposes as well as machine listings received monthly from the Pentagon of Army personnel assigned to the Agency and rosters used to prepare monthly compilations which are forwarded to Office of Comptroller. (Current)	5.6	Temporary. Retain in current files area. Destroy selectively upon receipt of new listing.
15.	REFERENCE MATERIAL Consists of published materials such as Army regulations, circulars, pamphlets, manuals and handbooks as well as tables of distribution and job descriptions used for reference purposes.	42.1 204.0	Temporary. Destroy when superseded, obsolete or no longer needed.

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<div>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</div> <div>SECRET</div>			
	c. Consists of Reserve attendance rosters prepared in conformance with Army regulations. (1961-1963)	2.0	Permanent as required by AR 345-215. Cut off at end of each calendar year. Hold one year; then transfer to U. S. Army Records Center.
	d. 201 and Qualification Record maintained on each Army Reserve Officer in accordance with AR 140-138, AR 611-103, and AR 640-10 plus approx. 300 enlisted folders. (Current)	24.0	Temporary. Upon termination of assignment with the Agency Army Reserve Unit, records will be forwarded to CG XXI U. S. Army Corps (RES O IGMR, Pa.) for disposition.
	e. Consists of copies of DA Form 201 and 201a Pay Roll and Mileage Voucher Reserve Officers on Active Duty for Training. (Current)	1.0	Temporary. Cut off at end of each year. Hold one year in current files area. Transfer to U. S. Army Records Center, AR 345-215.
	f. Consists of information on courses for the training of Agency reservists. Back-up material for these courses for instructional purposes is made up in kits for the students.	20.0	Temporary. Destroy when superseded or no longer needed.
8.	PERSONNEL PROCESSING FILES		
	a. Consists of military personnel case files on individuals being security cleared and processed for possible assignment to the Agency. Filed alphabetically. (Current)	10.0	Temporary. Dispose of in the following manner: 1. Upon entrance on duty, incorporate in official file. 2. Upon cancellation of processing, place in inactive file. Upon accumulation of one foot retire to Records Center. Destroy when fifteen years old.
	b. Consists of copies of Form 639, Cancellation of Applicant Processing used in compiling information for statistical reports. Filed chronologically. (1961-1963)	.7	Temporary. Cut off at end of each year. Destroy one year thereafter.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>c. Consists of cards showing name, rank, serial number, reserve points earned, courses taken, promotion date, last physical. (Used in lieu of file when file is forwarded to XXI Corps for action.)</p> <p>(Current)</p> <p>d. Consists of personnel data cards prepared on military personnel who have been assigned to the Agency. Cards contain name, rank, serial number, dates of assignment, etc.</p> <p>(1947 - 1965)</p> <p>e. Consists of pay record cards on enlisted personnel. Cards used to maintain up-to-date pay authorizations and contain such information as base pay, longevity, allotments, withholding tax, social security deductions, etc.</p> <p>(Current)</p> <p>f. Consists of IEM cards showing pertinent data on Air Force personnel such as "shot" information, overseas tours, promotions, etc.</p> <p>(Current)</p>	<p>1.5</p> <p>.4</p> <p>.1</p> <p>1.8</p>	<p>00487A000100230003-5</p> <p>Temporary. Retain one year after resignation of employee; then destroy.</p> <p>Temporary. Disposal not authorized. Retain indefinitely in office area for reference purposes.</p> <p>Temporary. Destroy upon reassignment of individual.</p> <p>Temporary. Retain until individual is transferred back to parent service. Card accompanies individual.</p>
11.	<p>DOCUMENT RECEIPT FILES</p> <p>Consists of registered mail receipts - DA Form 1204, DOD Form 646, and AF Form 310. Filed chronologically.</p>	.1	Temporary. Destroy when two years old.
12.	<p>TOP SECRET LOG</p> <p>Records receipt and dispatch of top secret material. Filed by top secret number.</p>	.2	Temporary. Destroy ten years after document is downgraded, destroyed or sent outside control point.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	<p>Approved For Release 2005/11/21 : CIA-RDP80-0187A000100230003-5</p> <p>PERSONNEL REQUIREMENTS REQUEST FILE</p> <p>Contains memorandums and Form 1152a, Request for Personnel Actions from operating offices for immediate action. These memorandums are submitted to the Manning Branch on an as Needed-Basis and usually specify desired rank, qualifications etc. Filed numerically by requisition number. (Current)</p>	1.1	Temporary. Destroy or transfer to appropriate file upon completion of action.
7	<p>PERSONNEL REQUISITION NUMBER REGISTER</p> <p>Consists of a record of the control numbers assigned to personnel requisitions. Information includes requisition number, requesting Division, date of request, desired rank, etc. A new register is prepared each quarter. Arranged chronologically. (1958-1960)</p>	.3	Temporary. Destroy when 1 year old.
8	<p>PERSONNEL PROCESSING AND CONTROL FILES</p> <p>a. PROCESSING FOLDER FILES</p> <p>Consists of case files on military personnel cases who are being security cleared and processed for possible assignment to the Agency. Folders include the personal history statement, profile, request for personnel action, request for security clearance, report of interview, and similar material. Documents from these folders become a part of the Official Agency Military Personnel Folder upon entrance on duty of the individual. Filed alphabetically by name. (Current)</p>	8.9	<p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> 1. Upon completion of processing and entrance on duty of individual incorporate in appropriate Agency Military Personnel Folder File. 2. Upon cancellation of processing <ol style="list-style-type: none"> a. Place in inactive file. b. Screen annually and destroy those indicating a period of 1 year since date of last interest except those with a suspense notation for retention due to security or medical interest factors which will be retired to Record Center and destroyed when 15 years old. (Item 482, RCS 40-57.)

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	b. SECURITY INITIATION SUSPENSE FILE		
	Consists of 3"x5" cards which serve as a tickler for follow-up purposes on processing cases for which Form 377, Request for Security Clearance, has been prepared. Filed chronologically by follow-up date. (Current)	.1	Temporary. Destroy when follow-up actions are completed.
	c. PROCESSING CANCELLATION FILE		
	Consists of a loose-leaf binder containing retained copies of Form 639, Cancellation of Applicant Processing used in compiling information for statistical reports. File may also contain correspondence from the Office of Security concerning cancellation. Filed chronologically. (1958-1960)	.7	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
9	AGENCY MILITARY PERSONNEL FOLDER FILE (Navy, Marine Corps)		
	Consists of the official Agency military personnel folders containing papers which document the affiliation of Navy and Marine Corps personnel with the Agency. Files include correspondence and related records pertaining to the assignments of the individual, secrecy agreements and memorandums of understanding, security clearances, personnel actions, etc. Filed alphabetically by name. (Current)	1.5	Temporary. Dispose of in the following manner: 1. Upon termination of assignment for individuals not converted to staff employee status - - a. File folders alphabetically by name in an inactive file. b. Cut off inactive file at end of each year and transfer to Records Center, 2 years thereafter. c. Destroy at the Records Center, 75 years after birth of employee or 60 years after date of earliest document in the folder, if date of birth cannot be ascertained, provided employee has been separated for at least 5 years. (Item 483 - RCS40-57.)
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10	<p>TABLES OF ORGANIZATION</p> <p>Consists of copies of the Division T/O used for reference to authorized positions, position numbers, incumbencies, unit strength, etc. File also contains retained copies of Form 261, Authorization, copies of requests for changes, and concurrences. Record copies of the T/O's are maintained by SRB/RSD.</p>	.1	Temporary. Destroy each T/O and related correspondence upon receipt of current T/O.
11	<p>ASSIGNMENT EXPIRATION AND EXTENSION FILE</p> <p>Consists of a loose-leaf binder containing information on expiration assignments, and assignments for which extensions have been requested. File contains copies of the Notification of Tour of Duty Expiration that were submitted to the operating offices, and correspondence to and from the parent services regarding requests for extensions and the approvals or disapprovals of the requests. Filed alphabetically by name. (1952-1960)</p>	.4	Temporary. Destroy 1 year after termination of assignment.
12	<p>CLASSIFIED DOCUMENT RECEIPT FILE</p> <p>Consists of DD Form 646, Classified Document Receipt, which was signed by the recipient at the time the material was received. Filed chronologically. (1958-1960)</p>	.1	Temporary. Destroy when 2 years old.
13	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, Navy Bulletins, correspondence manuals, Army Registers, and similar reference material.</p>	12.4	Temporary. Destroy when no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE 505/11/21 : CIA-RDP78-00487A000100230003-5

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SCHEDULE NO.

40-60

CONCURRENCE

OFFICE, DIVISION, BRANCH

Mobilization and Military Personnel Division,
Mobilization and Reserve Affairs Branch

SIGNATURE

TITLE

Chief, MRB

20 June 1960

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>STAFF SUBJECT FILE</p> <p>Consists of correspondence with the Office of Defense Mobilization, the Secretary of Defense, the Director of Central Intelligence, and related reports and studies pertaining to the present, future, and emergency manpower requirements of the Agency. File is used in developing plans and recommendations concerning Agency policies and procedures on these requirements and in conducting liaison with ODM and the Department of Defense in support of the Agency's long-range mission. Arranged by subject.</p> <p>(1958-1960)</p>	4.0	<p>Permanent. Disposal not authorized. (Cut off file every other year; transfer to Records Center 1 year thereafter.) (Item 51, RCS 40-57)</p>
2	<p>STAFF WORKING FILE</p> <p>Consists of correspondence, special reports, tabulations, organization code manuals, and similar material used in administering the daily activities of the Staff; and project files. No arrangement.</p> <p>(1956-1960)</p>	1.0	<p>Temporary. Destroy when 3 years old. (Cut off file at end of year; destroy 2 years thereafter.)</p>
3	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.</p> <p>(1958-1960)</p>	.8	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>WAR PLANS FILE</p> <p>Consists of estimates on country and area war plans. Basic plans are received by the Branch and used as a basis for preparing estimates on personnel requirements for those plans. File contains summaries of the mobilization plans including the mission, cover, and types of personnel required, operations plans, Emergency Series T/O's, and similar types of material which become annexes to the Master Plan held by the DD/P. (1954-1960)</p>	2.0	Permanent. Disposal not authorized. Retain in current files area indefinitely.
5	<p>CLANDESTINE SERVICES OPERATIONS PLANNING FILE</p> <p>Consists of preliminary estimates, comments, operational programs, cover requirements, personnel requirements, etc., used by the Branch in preparing estimates of personnel requirements, in support of clandestine planning. Arranged by subject. (1954-1960)</p>	.6	Permanent. Disposal not authorized. Retain in current files area indefinitely.
6	<p>MOBILIZATION PERSONNEL REQUIREMENTS FILE</p> <p>Consists of personnel requirements initiated by operating offices, Base Status Reports, preliminary organization charts, memorandums, and related material used in estimating the Agency's mobilization personnel requirements. These requirements are compiled and submitted to the Department of Defense on a fiscal year basis. Arranged organizationally. (1957-1960)</p>	.7	Permanent. Disposal not authorized. (Cut off file every other year; transfer to Records Center 1 year thereafter.)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>RESERVE PREFERENCE OF DUTY FILE</p> <p>Consists of statements of preference for duty assignments (in case of a National Emergency) prepared by reserve personnel of the Agency. These statements indicate the desire of reservists to either remain with the Agency or be assigned to active military duty and are used for planning purposes in establishing requirements which may be placed on the Department of Defense. Arranged organizationally and by reserve category thereunder. (Current)</p>	1.5	Temporary. Destroy when superseded or obsolete.
8	<p>MACHINE LISTINGS</p> <p>Consists of machine listings containing rosters of civilian and reserve personnel and statistical information on reserve categories, membership in training units, authorized Agency positions, etc., maintained for reference purposes. (1954-1960)</p>	2.8	Temporary. Destroy selectively upon receipt of new listings.
9	<p>TOP SECRET LOG</p> <p>Record of the receipt and dispatch of material classified Top Secret, maintained for security purposes. Filed chronologically. (1955-1960)</p>	0.1	Temporary. Retain in current files area; destroy when no longer required for control purposes.
10	<p>SPECIALIST AND STANDBY RESERVE</p> <p>Consists of correspondence, policy papers, background material etc pertaining to Agency's activity in developing Specialist and Standby Reserve Units; security processing records, strength reports, rosters etc; also vital statistics and status information on Reservists. (Current)</p>	2.0	Temporary. Destroy when obsolete or superseded; active file is maintained in immediate work area.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11	<p>NATIONAL DEFENSE EXECUTIVE RESERVE</p> <p>Consists of correspondence, policy papers, manpower and qualification requirements for Executive Reserve; also selected candidates and scheduled assignment. Filed by organization and alphabetical thereunder. (Current)</p>	2.0	Permanent. Retain in immediate work area.
12	<p>INDEX CONTROL CARD FILES</p> <p>Contains 3x5 and 5x8 Cross Index file on Specialist Reserves. Cards contain name, military organization, current assignment, etc. Filed alphabetically by Office of assignment.</p>	1.0	Temporary. Destroy when relieved from reserve assignment.
13	<p>REFERENCE MATERIAL</p> <p>Consists of published material such as regulations, notices, handbooks, Army Bulletins, Congressional Records, etc., maintained for reference purposes.</p>	3.4	Temporary. Destroy when no longer needed for reference purposes.

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RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000100230003-5

OFFICE, DIVISION, BRANCH

Personnel, Mobilization and Military Personnel Division,
Mobilization & Reserve Affairs Branch, Reserve Affairs Unit

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	RESERVE AFFAIRS SUBJECT FILES Consists of correspondence, reports, briefs, and similar material maintained for administration of Reserve Affairs Branch. (1957-1960)	1.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy at end of 2 years.
2	PRECEDENCE FILE - RESERVE AFFAIRS Correspondence, directives, and other documents which establish policy and precedence for continuing action.	.1	Temporary. Destroy when 3 years old. (Cut-off at end of each year, screen selectively and transfer pertinent papers to file (immediately below). Place other material in inactive file and destroy when 3 years old.
3	ORGANIZATION AND HISTORICAL FILE Consists of documents pertaining to origin and development of the reserve program within the Agency. Also Tables of Distribution and related organization of each Reserve Program, (Army, Navy, Air Force, and Marine). Filed by Organization. (1949-1960)	1.2	Permanent. Cut off every two years; Transfer to Records Center one year thereafter.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
4	<p>RESERVE PERSONNEL FOLDER FILE</p> <p>Consists of case files containing papers pertaining to the reserve status of employees and their participation in the Agency's reserve program and documents of a sensitive nature. (Folders are used in the administration of the activities of the reservists. Documents and other actions affecting reserve status are retained by the parent services.) Filed alphabetically by name. (Current)</p>	10.5	<p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> 1. Files on pers assigned to field station retained pending return of individual. 2. Files on personnel discharged from the reserve program-- <ol style="list-style-type: none"> a. File folder alphabetically by name in an inactive file. b. Cut off inactive file at end of each year and destroy 1 year thereafter.
5	<p>MACHINE LISTINGS</p> <p>Consists of machine listings containing rosters of reserve personnel and statistical information on reserve categories, civilian occupations, etc., maintained for reference purposes.</p>	.3	<p>Temporary. Destroy upon receipt of new listings.</p>
6	<p>RESERVE ATTENDANCE ROSTERS</p> <p>Consists of record copies of DA Form 1379 and DA Form 1380 prepared in conformance to instructions contained in AR 140-185, and 2d Army Memo 140-3.</p>	0.7	<p>Permanent. (Required by AR 345-292) Cut off at end of each calendar year, hold 1 year in current file area. Transfer to Records Holding Area (XXI US Army Corps, IGMR, Pa.)</p>
7	<p>RESERVE UNIT PAY AND ALLOWANCE FILES (Army)</p> <p>Retained copies of DA Form 201 and 201a Pay Roll and Mileage Voucher Reserve Officers on Active Duty for Training. (Current)</p>	.5	<p>Temporary. Cut off at end of each year hold one year in current files area, transfer to DA Records Holding Area Para 14c(6) and Para 9, Appendix IV, AR 345-292.</p>
8	<p>RESERVE 201 FILE AND QUALIFICATION RECORD</p> <p>File maintained on each Army Reserve Officer in accordance with AR 140-138, AR 611-103, and AR 640-10</p>	10.5	<p>Temporary. Upon termination of assignment with the Agency Army Reserve Unit, records will be forwarded to CG XXI U.S. Army Corps (ResO. IGMR, Pa.) for disposition.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of copies of printed or processed publications maintained for reference purposes issued by DA, and elements of Army Field Establishments and other agencies. Arranged organizationally by Headquarters level.</p>	14.0	<p>Temporary. Destroy when superseded, obsolete or no longer needed for reference purposes.</p>

RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

OFFICE, DIVISION, BRANCH

Personnel, Mobilization and Military Personnel Division,
Personnel Branch

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

BRANCH SUBJECT FILES

Consists of files maintained by the Army and Air Force Sections of the Branch. Files contain correspondence, reports, and related material accumulated in the general administration of the activities of the Sections.

- a. Army Section. Consists of correspondence on the 6 months military training program, lists of personnel backstopped by the various units, processing of new employees, and similar material. Filed alphabetically by subject.
(1958-1960)

2.2

Temporary. Destroy when 2 years old.
(Cut off at end of each year; ~~destroy 2 years thereafter.~~ hold one year then transfer to Records Center. X

- b. Air Force Section. Consists of copies of Airmen's Linguist Reports, correspondence on flying status, promotion and demotion, assignment, etc. Filed numerically by the Air Force filing system.
(1958-1960)

1.0

Temporary. Destroy when 2 years old.
(Cut off at end of each year; ~~destroy 2 years thereafter.~~ hold one year then transfer to Records Center. X

2

MORNING REPORT FILES (ARMY & AIR FORCE)

Consists of DA Form 1, and AF Form 183, which serve as daily accountings for all military personnel of each unit. These reports provide continuous certified strength and status statistics which are forwarded to the parent organizations as required by regulation.

X (per [redacted] request 1/9/63) fgh

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP80-00487A000100230003-5</p> <p>SECRET</p>		
	a. Morning Reports prepared by reporting field units, used in preparing the combined report for all units. Filed chronologically. (1958-1960)	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 2 years thereafter.) (AFR 185-5)
	b. Retained copies of reports submitted to the parent organizations. Filed chronologically. (1958-1960)	1.8	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
3	MORNING REPORT DATA RECORDS (ARMY & AIR FORCE)		
	Consists of AF Form 1123, and AF Form 1124, used in the preparation of and as a supplement to the morning report. Forms contain information such as service number, current rank, present assignment, location, allotment number, and similar information needed in the daily accounting of personnel. Arranged by rank and alphabetically by name thereunder. (1959-1960)	4.0	Temporary. Destroy 6 months after separation of the individual.
4	ACTIVITY REPORTS FILE		
	Consists of bi-weekly reports covering the activities of the Army & Air Force Sections and summary reports covering the activities of the Branch. Reports include statistics on personnel returned from overseas, personnel reporting for duty, special projects, etc. Filed chronologically. (1959-1960)	.5	Temporary. Destroy when 1 year old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP80-00487A000100230003-5		
5	<p>MONTHLY REPORTS FILES (AIR FORCE)</p> <p>Consists of reports prepared at prescribed intervals (usually monthly) containing statistics on various personnel activities such as Report of Airmen Currently in Flying Status, Report of Military Personnel Stationed in the Washington, D. C. Area, Ground Accident Summary, General/Colonel Status Report, etc. Original copies of these reports are forwarded to the Commander, Headquarters Command, USAF. Filed chronologically.</p> <p>(1959-1960)</p>	.4	Temporary. Destroy when 6 months old.
6	<p>ADMINISTRATIVE ORDERS FILE</p> <p>Consists of administrative orders such as General Orders, Special Orders, TAG Orders, and a 3"x5" index. These orders serve as the documentation for official travel of both civilian and military personnel, assignments to active duty, shipment of household effects, promotion, special assignments, etc. Copies of these orders are submitted to the appropriate services.</p> <p>a. Administrative Orders. Arranged organizationally and numerically thereunder.</p> <p>(1958-1960)</p> <p>b. 3"x5" card index. Used as a reference to the order effecting travel of each individual. Filed alphabetically by name.</p>	<p>6.3</p> <p>.5</p>	<p>Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.) (Item 493a, RCS 40-57)</p> <p>Temporary. Destroy upon completion of travel.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	<p>Approved For Release 2005/11/21 : CIA-RDP87A000100230003-5</p> <p>SPECIAL ORDERS LOG (ARMY AND AIR FORCE)</p> <p>Consists of a loose-leaf binder used to assign control numbers to Special Orders and General Orders prepared by the Branch. Log contains the order number, date, personnel covered by the order, and purpose of the order, Arranged chronologically. (1958-1960)</p>	.1	Temporary. Upon completion of action file with related Special or General Order (Item 6 a) for disposition as specified.
8	<p>PROCEDURES FILE</p> <p>Consists of the operating procedures established for the various Agency military units. Procedures include information on the mission and functions of the units, activation and deactivation of units, type of travel orders necessary for personnel in the units, cover, necessary documentation, etc. Arranged numerically by unit number. (Current)</p>	1.2	Permanent. Disposal not authorized. Retire procedures for each unit to Records Center 1 year after procedures are superseded or become obsolete. (Item 495, RCS 40-57)
9	<p>MILITARY PERSONNEL FOLDER FILES (Army, Air Force)</p> <p>Consists of the official personnel folders for military personnel assigned to the Agency. Files contain both the folders prepared and maintained by the Agency (Agency Military Personnel Folders) and those forwarded from the parent services. (Field Personnel Records or 201 Files.)</p> <p>a. Official field 201 file for military personnel assigned to the Agency. Files contain current case histories of the individual and papers which document their military service. (Current)</p>	17.8	Temporary. Screen for sensitive material and return to parent service upon termination of assignment of individual.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10	<p>Approved For Release 2005/11/21 : CIA-RDP80-00487A000100230003-5</p> <p>b. Agency Military Personnel Folders comprising papers which document the affiliation of Army and Air Force personnel with the Agency. Files include correspondence and related records pertaining to the assignments of the individual, secrecy agreements and memorandums of understanding, security clearances, personnel actions, etc. Filed alphabetically by name.</p>	24.6	<p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> 1. Upon termination of assignment for individuals not converted to staff employee status - - <ol style="list-style-type: none"> a. File folders alphabetically by name in an inactive file. b. Cut off inactive file at the end of 6 months and transfer to Records Center 6 months thereafter. c. Destroy, at the Records Center, 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated for at least 5 years. 2. Upon termination of Agency assignment and conversion to staff employee status sterilize documents in folder and forward to Records and Services Division to be included in the Official Personnel Folder File. (Item 496 - RCS 40-57)
	<p>BRANCH SUSPENSE FILE (Army)</p> <p>Consists of suspense memoranda sheets maintained on all recurring reports, such as Annual Plans and Progress Report, Weekly Activity Report, Hospital Report, Per-Diem Report, Personnel Assigned Roster, etc. Also maintained on pending correspondence what requires a personnel action or follow up.</p> <p>(Current)</p>	.8	<p>Temporary. Destroy upon completion of action.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11	<p>IMPREST FUND FILE (Personnel Release)</p> <p>Consists of retained copies of Form 282, Accounting By Individual For Advance, loan registers, listings, and related material reflecting accountability for monies loaned from and repaid to the fund on a monthly basis. This file contains information on funds available to personnel for emergency use. Filed chronologically. (1958-1960)</p>	.4	Temporary. Destroy 2 years after audit.
12	<p>MILITARY PAY AND ALLOWANCES FILE (Army & Air Force)</p> <p>Consists of DD Form 114, Military Pay Order, Form DD 115, Military Payroll Money List, and DD Form 117, Military Payroll Money List and Certification Sheet, used to account for and effect changes in the pay status of Army and Air Force Personnel. (Authority AR 340-15) Filed chronologically. (Current)</p>	.3	Temporary. Destroy 3 years after close of pay period to which they pertain.
13	<p>PERSONNEL ROSTERS</p> <p>Consists of machine Listings received monthly from the 7th Machine Records Unit Pentagon, containing rosters of Army and Air Force personnel assigned to the Agency. These rosters are used to authenticate strength figures. Authorized changes are recorded on one copy and returned to the Machine Records Unit. Filed chronologically. (1960)</p>	.2	Temporary. Destroy when 3 months old.
14	<p>PAY RECORD INFORMATION CARD FILE</p> <p>Consists of 5x8 card containing Pay Record information on enlisted personnel. Cards are used to maintain up-date pay authorizations, and contain such information as base pay, longevity, allotments, withholding tax, social security deductions etc. (Current)</p>	.1	Temporary. Destroy when no longer needed for reference.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
15	<p>ARRIVAL AND DEPARTURE REGISTERS</p> <p>Consists of AGASF Form 647, Officer's Register, and Sign In/Out Morning Report Register, maintained as a record of the arrival, departure, destination, and similar data pertaining to military personnel. Filed chronologically. (1959-1960)</p>	.2	Temporary. Destroy when 1 year old.
16	<p>EE PERSONNEL FILES</p> <p>Consists of dispatches and cables which are used to furnish necessary operating information and to transmit separate cover attachments to field stations from headquarters and vice versa.</p> <p>(1) Chronological Dispatch File:</p> <p>Consists of all dispatches prepared by hqs furnishing operating information to the field stations.</p> <p>(2) Information & Locator cards consists information pertaining to an individuals assignment with Agency, cards indicate slot number, date assigned to Agency, Division, location, tour of duty expiration date, etc.</p> <p>(3) Personnel actions file consists of recruitment requests for personnel requested for assignment to the EE areas. These forms contain information such as necessary qualifications, slot numbers, brief summary of job description. They are also used for reassignment of an individual to another job and to another Division.</p>	<p>7.0</p> <p>2.5</p> <p>0.1</p> <p>1.</p>	<p>Temporary. Destroy when 1 year old (Cut off at end of each year; destroy 1 year thereafter)</p> <p>Temporary. Destroy when 5 years old. (Cut off at end of each year, then transfer to records center 2 years thereafter.)</p> <p>Temporary. (Cut off at end of each year retained for 1 year and destroy).</p> <p>Temporary. Destroy when 2 years old. (Cut off at end of each year and destroy).</p>

Approved For Release 2005/11/21 : CIA-RDP80-0100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	(4) Travel Orders For Release 2005/11/21: CIA-FOUO 00487A000100230003-5 Consists of Agency travel orders pertaining to personnel going to and returning from overseas areas. They contain such information as to special authorizations, leave authorized enroute, shipment of POV, shipment of household goods, transportation of dependents, etc.	1.1	Temporary. Destroy when 2 years old. (Cut off at end of each year. Destroy 1 year thereafter.)
17	AIRMEN'S PROFICIENCY TEST FILE (Air Force) Consists of test booklets, answer sheets, instructions and similar material used in administering Airmen's Proficiency Tests. (Current)	1.3	Temporary. Destroy when superseded or obsolete.
18	USAF REIMBURSEMENT RECORDS FOR PERSONNEL MOVEMENT Consists of information on military and civilian travel (TDY and PCS) performed under military auspices. Contains travel orders, authorizations and correspondence. This records is used as a basis for reimbursement to USAF for travel facilities furnished Agency personnel. (1958-1959)	.7	Temporary. Destroy when 2 years old. Retain in work area for 2 years then destroy.
19	REPORT OF SEPARATION FILE Consist of Form 971, Report of Separation, and the Interview Worksheet, prepared from information obtained while conducting pre-exit interviews. Form 971 is used to prepare the monthly Summary of Military Separations which is forwarded to SRB/RSD inclusion in the appropriate statistical reports. Filed Chronologically. (1958-1960)	2.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter).
20	PUBLICATIONS FILE (Army & Air Force) Consists of published material such as CIA Regulations, Army and Air Force Regulations, MPD Memorandums, post reports, etc., maintained for reference purposes.	23.0	Temporary. Destroy when superseded or obsolete. (Includes file #464 previously shown under admin unit.)